

| ACE360 Activities                                   | Super Admin | Admin | Training Manager | Training Coordinator | Finance Manager |
|-----------------------------------------------------|-------------|-------|------------------|----------------------|-----------------|
| Assign Apprentice Records To Ace360 Users           | ✓           | ✓     | ✗                | ✗                    | ✗               |
| Bulk Assign Records To Users                        | ✓           | ✓     | ✗                | ✗                    | ✗               |
| Create Users                                        | ✓           | ✓     | ✓                | ✗                    | ✗               |
| Delete Apprentice Records                           | ✗           | ✗     | ✗                | ✗                    | ✗               |
| Delete Users (Except for Super Admins)              | ✓           | ✓     | ✗                | ✗                    | ✗               |
| Edit Organisation Profile                           | ✓           | ✗     | ✗                | ✗                    | ✗               |
| Edit Others Profiles                                | ✓           | ✓     | ✓                | ✗                    | ✗               |
| Edit Own Organisation Profile                       | ✓           | ✗     | ✗                | ✗                    | ✗               |
| Edit Own Profile                                    | ✓           | ✓     | ✓                | ✓                    | ✗               |
| High Security Password Policy                       | ✓           | ✓     | ✓                | ✓                    | ✗               |
| Link To An Epao                                     | ✓           | ✓     | ✗                | ✗                    | ✗               |
| Link To Over 125 End Point Assessment Organisations | ✓           | ✓     | ✓                | ✗                    | ✗               |
| Password Management                                 | ✓           | ✓     | ✓                | ✓                    | ✗               |
| Postcode Lookup Functionality                       | ✓           | ✗     | ✗                | ✗                    | ✗               |
| Remove Link To Epao                                 | ✓           | ✓     | ✓                | ✗                    | ✗               |
| Request Reasonable Adjustments                      | ✓           | ✓     | ✓                | ✗                    | ✗               |
| Set Up - Unlimited User Accounts                    | ✓           | ✓     | ✗                | ✗                    | ✗               |
| Set Up Regional Administrators                      | ✓           | ✓     | ✗                | ✗                    | ✗               |
| Set Up Unlimited Users                              | ✓           | ✓     | ✗                | ✗                    | ✗               |
| Store Reasonable Adjustment Evidence                | ✓           | ✓     | ✓                | ✓                    | ✗               |
| View All Apprentice Records Linked To Organisation  | ✓           | ✓     | ✗                | ✗                    | ✗               |
| View Archived Apprentice Records                    | ✓           | ✓     | ✓                | ✓                    | ✗               |
| View Links To Epao                                  | ✓           | ✓     | ✓                | ✗                    | ✗               |
| View Live Apprentice Records                        | ✓           | ✓     | ✗                | ✗                    | ✗               |
| View Only Apprentice Records Assigned To You        | ✓           | ✓     | ✓                | ✓                    | ✗               |
| View Reasonable Adjustment Evidence & Decision      | ✓           | ✓     | ✓                | ✓                    | ✗               |
| View, Edit & Update Apprentice Records              | ✓           | ✓     | ✓                | ✓                    | ✗               |
| Withdraw An Apprentice                              | ✓           | ✓     | ✓                | ✗                    | ✗               |
| Restore an apprentice record                        | ✓           | ✓     | ✓                | ✗                    | ✗               |
| Appealing EPAO Decisions                            |             |       |                  |                      |                 |
| Request an Appeal                                   | ✓           | ✓     | ✓                | ✗                    | ✗               |
| Upload appeal evidence and reasoning                | ✓           | ✓     | ✓                | ✗                    | ✗               |
| View the appeal for an apprentice                   | ✓           | ✓     | ✓                | ✗                    | ✗               |
| Apprentice Records                                  |             |       |                  |                      |                 |
| Upload Gateway evidence                             | ✓           | ✓     | ✓                | ✓                    | ✗               |
| Confirm gateway readiness                           | ✓           | ✓     | ✓                | ✓                    | ✗               |
| Gateway evidence - download, preview and delete     | ✓           | ✓     | ✓                | ✓                    | ✗               |
| Resubmit apprentice for gateway                     | ✓           | ✓     | ✓                | ✓                    | ✗               |
| Shared documents upload                             | ✓           | ✓     | ✓                | ✓                    | ✗               |
| Upload apprentice EPA files                         | ✓           | ✓     | ✓                | ✓                    | ✗               |
| Account information tab (PO/Invoice)                | ✓           | ✓     | ✗                | ✗                    | ✗               |

|                                                                                        |   |   |   |   |   |
|----------------------------------------------------------------------------------------|---|---|---|---|---|
| Record funding details of apprentice                                                   | ✓ | ✓ | ✗ | ✗ | ✗ |
| Input PO information                                                                   | ✓ | ✓ | ✗ | ✗ | ✗ |
| Request a Resit                                                                        | ✓ | ✓ | ✓ | ✗ | ✗ |
| Download knowledge base documents                                                      | ✓ | ✓ | ✓ | ✓ | ✗ |
| EPAO knowledge base - view generic EPAO documents                                      | ✓ | ✓ | ✓ | ✓ | ✗ |
| EPAO knowledge base - view standard documents                                          | ✓ | ✓ | ✓ | ✓ | ✗ |
| View/download documents in knowledge base                                              | ✓ | ✓ | ✓ | ✓ | ✗ |
| Search & Filter                                                                        |   |   |   |   |   |
| Export filtered views                                                                  | ✓ | ✓ | ✓ | ✓ | ✗ |
| Fitler view/Export data                                                                | ✓ | ✓ | ✓ | ✓ | ✗ |
| Filtering Options                                                                      | ✓ | ✓ | ✓ | ✓ | ✗ |
| Appeals (Requested, Closed Changed & Unchanged)                                        | ✓ | ✓ | ✓ | ✓ | ✗ |
| Apprentice Data of Birth                                                               | ✓ | ✓ | ✓ | ✓ | ✗ |
| Apprentice Name/Surname                                                                | ✓ | ✓ | ✓ | ✓ | ✗ |
| Apprentice Start Date                                                                  | ✓ | ✓ | ✓ | ✓ | ✗ |
| Apprentice Status                                                                      | ✓ | ✓ | ✓ | ✓ | ✗ |
| Apprentice in Gateway                                                                  | ✓ | ✓ | ✓ | ✓ | ✗ |
| Attached EPAO                                                                          | ✓ | ✓ | ✓ | ✓ | ✗ |
| EPA Ready confirmation date                                                            | ✓ | ✓ | ✓ | ✓ | ✗ |
| ESFA Certification (Issued/Not Issued)                                                 | ✓ | ✓ | ✓ | ✓ | ✗ |
| Expected gateway date                                                                  | ✓ | ✓ | ✓ | ✓ | ✗ |
| Filter by training coordinator                                                         | ✓ | ✓ | ✓ | ✓ | ✗ |
| Resits (Requested, Rejected & Accepted)                                                | ✓ | ✓ | ✓ | ✓ | ✗ |
| Standard Including (Version/Pathway/Route/Option)                                      | ✓ | ✓ | ✓ | ✓ | ✗ |
| ULN & ACE360 ID                                                                        | ✓ | ✓ | ✓ | ✓ | ✗ |
| View active apprentices                                                                | ✓ | ✓ | ✓ | ✓ | ✗ |
| Standards                                                                              |   |   |   |   |   |
| Add standards to organisation profile                                                  | ✓ | ✗ | ✗ | ✗ | ✗ |
| Delete standards from organisation profile                                             | ✓ | ✗ | ✗ | ✗ | ✗ |
| Search full list of standards                                                          | ✓ | ✓ | ✓ | ✓ | ✗ |
| View standards attached to organisation profile                                        | ✓ | ✓ | ✓ | ✓ | ✗ |
| Token Management                                                                       |   |   |   |   |   |
| Access to Token Management tab                                                         | ✓ | ✗ | ✗ | ✗ | ✓ |
| Add/Edit BACS information                                                              | ✓ | ✗ | ✗ | ✗ | ✓ |
| Add/Edit Payment card details                                                          | ✓ | ✗ | ✗ | ✗ | ✓ |
| Purchase Tokens                                                                        | ✓ | ✗ | ✗ | ✗ | ✓ |
| View/Download invoices                                                                 | ✓ | ✗ | ✗ | ✗ | ✓ |
| Bookings (only applicable if your related EPAO has purchased the Booking Tool feature) |   |   |   |   |   |
| Create a bookings                                                                      | ✓ | ✓ | ✓ | ✓ | ✗ |
| Create a bookings request                                                              | ✓ | ✓ | ✓ | ✓ | ✗ |
| Add Booking details additional information                                             | ✓ | ✓ | ✓ | ✓ | ✗ |
| Edit bookings                                                                          | ✓ | ✓ | ✓ | ✓ | ✗ |
| Manage bookings                                                                        | ✓ | ✓ | ✓ | ✓ | ✗ |

|                                                   |   |   |   |   |   |
|---------------------------------------------------|---|---|---|---|---|
| Online iCal link accesss                          | ✓ | ✓ | ✓ | ✓ | ✗ |
| Request cancellation                              | ✓ | ✓ | ✓ | ✓ | ✗ |
| View completed bookings and apprentice attendance | ✓ | ✓ | ✓ | ✓ | ✗ |
| View confirmed bookings                           | ✓ | ✓ | ✓ | ✓ | ✗ |
| Bookings dashboard                                | ✓ | ✓ | ✓ | ✓ | ✗ |
| Booking filter access                             | ✓ | ✓ | ✓ | ✓ | ✗ |
| Booking calendar access                           | ✓ | ✓ | ✓ | ✓ | ✗ |