

Gateway Sign Off Policy(EPA)

SMART AWARDS
BEECHWOOD HOUSE, TANNERS LANE, BERSKWELL, COVENTRY CV7 7DA

Doc ref EPA 006-3.0
Date of issue 01/07/2017
Review date 01/12/2020

1. Policy Statement

Towards the end of the apprenticeship, the employer and provider will 'sign-off' the apprentice as ready for the end-point assessment – this sign-off is the 'gateway'.

2. Scope

This procedure describes the steps for the formal sign-off for apprentice readiness to undertake the end point assessment.

3. Responsibility

Before the apprentice can do the end-point assessment they need to have passed the gateway review. This review is conducted by the employer and provider who must jointly agree that the apprentice is: In their view competent in the role and ready to do the end-point assessment.

4. Policy and implementation for the gateway to the end point assessment

Where the apprentice is deemed ready for the end-point assessment and arrangements are made with Smart Awards for this to take place. This stage is also known as the 'Gateway'. During this stage, certain checks must be made with regards to any pre-requisites that have been specified in the Standard, for example, any required qualifications, English and/or mathematics. Smart Awards has devised a Gateway Checklist. When an apprentice is ready for the end-point assessment the Gateway Checklist must be completed and sent to Smart Awards at least 3 months before the end-point assessment is required to take place.

Signing-off an apprentice indicates the employer believes knowledge, skills and behaviours of the apprentice are the level required to attain an apprenticeship. A number of approaches are used for the gateway, including qualifications, interviews, and a portfolio of work. The assessment plan will specify the approach for the apprenticeship Standard.

Smart Awards will support the employer and provider to determine the apprentice's readiness for end-point assessment. An apprentice should not be recommended for end point assessment until they have had extensive experience of effectively and efficiently undertaking the range of tasks the assessments require. Smart Awards will liaise with the employer/ training provider regarding date, time and venue for the end-point assessment and any requirements prior to the end-point assessment.

5. Gateway Checklist

Employers/Providers are required complete a gateway form provided by Smart Awards at least 3 months before the anticipated assessment date(s) with a completed Apprentice Permission Form.