

Apprentice Details

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|---|--|-------------------------------|--|--------------------|
| | | | | Highfield use only |
| Name | | | | |
| Standard and IfATE version number | | | | |
| Date of birth | | | | |
| Employer | | | | |
| Training provider | | | | |
| On programme start date | | On programme end date | | |
| Gateway meeting date | | Assessment has been scheduled | | |
| Has the apprentice met all gateway requirements for this standard? | | | | |
| Has the minimum duration been met, as defined in the ESFA funding rules? | | | | |
| Has the apprentice taken any part of the end-point assessment for this standard with any other end-point assessment organisation? | | | | |

Gateway Review Meeting

The employer, supported by the training provider, must agree that the apprentice is, in their view, competent in the role and therefore ready to undertake the end-point assessment. See EPA Kit for more information regarding the Gateway review meeting.

Declarations

By signing this form, the signatories below confirm that they understand and agree to the following.

1. That the employer has selected Highfield as their end-point assessment organisation and agrees to the negotiated price.
2. That the apprentice has completed the mandatory on programme elements of the apprenticeship and is ready for end-point assessment with Highfield.
3. That all evidence used within any assessment or presented to Highfield is the apprentice's own work and does not infringe any third-party rights.
4. That evidence will be recorded and stored for quality assurance purposes using audio equipment.
5. That the apprentice meets all Highfield's and Education and Skills Funding Agency (ESFA) requirements, including that relating to eligibility to be put forward for end-point assessment.
6. That the apprentice has been on programme for the minimum duration required by the ESFA.
7. That the apprentice has achieved the minimum pre-requisite maths and English achievement as detailed in the funding rules.
8. That the apprentice, if successful, gives permission for Highfield to request the apprenticeship certificate from the ESFA, who issue the certificate on behalf of the Secretary of State.
9. Highfield reserves the right to request evidence of functional skills attainment and other standard-specific gateway requirements at any point during the end-point assessment period.
10. Where e-portfolio access has been granted, no further amendments will be made to the evidence from the point of submitting this form to Highfield.
11. Where e-portfolio access has been granted, this will be available until such time that the apprentice has been certificated by the ESFA when access will then be removed.

The undersigned also acknowledge and accept that, in the event that any of the above requirements are not met, Highfield will be unable to end-point assess and certificate the apprentice. Furthermore, in such circumstances Highfield may draw any discrepancies to the attention of the ESFA or any other relevant authority/organisation.

| | | |
|-------------------------------------|-----------|------|
| Signed by apprentice (name) | Signature | Date |
| | | |
| Signed on behalf of employer (name) | Signature | Date |
| | | |
| Signed on behalf of provider (name) | Signature | Date |
| | | |