Gateway to Completion

Apprentice Details

				Highfield use only
Name				
Apprenticeship standard title				
Apprenticeship version number				
Date of birth				
Employer				
Training provider				
Start of learning		End of learning		
Has the apprentice met all the requirements for this apprenticeship in line with the assessment plan?				
Has the apprentice met all the requirements for this apprenticeship in line with the UK Government apprenticeship funding rules?				
Has the minimum duration been met, as defined in the UK Government apprenticeship funding rules?				
Has the apprentice suitably demonstrated the behaviours over the course of the apprenticeship?				
Have any previous claims for certificates been made and completed for this apprenticeship?				

Centre-assessed assessment(s)

Where an assessment method has been conducted and assessed by the **training provider**, please confirm the awarded grade(s) below:

Assessment method(s)	Grade awarded	Date of assessment	Highfield use only

Declarations

By signing this form, the relevant signatories confirm that they understand and agree to the declarations applicable to their role.

Apprentice declaration

By signing this form, the apprentice confirms

1. That submission of the Gateway to Completion form constitutes confirmation and acceptance of the results issued for each assessment element, in accordance with Highfield's Appeals Policy and associated declarations
2. That all evidence used within any assessment or presented to Highfield is their own work and does not infringe any third-party rights.
3. That they understand evidence may be recorded and stored for quality assurance purposes using audio equipment.
4. That, if successful, they give permission for Highfield to request their apprenticeship certificate from the Department for Work and Pensions (DWP), who issue the certificate on behalf of the Secretary of State.
5. That the apprentice confirms they have read Highfield's Privacy Policy (available on the Highfield Assessment website) and consents to Highfield collecting, using and processing their personal data in accordance with that policy for the purposes of apprenticeship assessment.

Signed by apprentice (name)	Signature	Date

Employer declaration

By signing this form, the employer confirms

1. That submission of the Gateway to Completion form constitutes confirmation and acceptance of the results issued for each assessment element, in accordance with Highfield's Appeals Policy and associated declarations
2. That the apprentice has completed the mandatory elements of the apprenticeship for which the employer is responsible.
3. That the employer has reviewed the apprentice's performance and confirms that the apprentice has suitably demonstrated the required behaviours over the course of the apprenticeship.
4. That, to the best of their knowledge, the apprentice has met the relevant requirements for the completion of their apprenticeship assessment.
5. That the person signing this declaration has appropriate knowledge of the apprentice's role, performance and development to make these confirmations on behalf of the employer.

Signed by employer (name and job title)	Signature	Date

Training Provider declaration

By signing this form, the employer confirms

1. That submission of the Gateway to Completion form constitutes confirmation and acceptance of the results issued for each assessment element, in accordance with Highfield's Appeals Policy and associated declarations
2. That the apprentice has completed the mandatory elements of the apprenticeship for which the training provider is responsible.
3. That the apprentice meets all applicable Highfield and Department for Work and Pensions (DWP) requirements, including those relating to eligibility.
4. That the apprentice has met the minimum duration required by the DWP for their apprenticeship.
5. That the apprentice has achieved the minimum prerequisite maths and English requirements detailed in the applicable funding rules (if applicable).
6. That all required standard-specific prerequisites have been checked and confirmed before the apprentice is submitted for completion of their apprenticeship.

Signed by training provider (name and job title)	Signature	Date

The signatories above also acknowledge and accept that, in the event that any of the above requirements are not met, this may lead to Highfield being unable to certificate. Furthermore, in such circumstances Highfield may draw any discrepancies to the attention of the DWP or any other relevant authority/organisation.