

Apprentice Details

				Highfield use only
Name				
Standard and 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 Department for Education (DfE) 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.

Highfield does not recognise 'employer representatives' as apprentices who have already completed, or who are looking to complete in the future, the Associate Project Manager standard. Should this not be possible due to employer circumstances, please liaise with a member of the Customer Engagement team for support.

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 Department for Education (DfE) 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 DfE.
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 DfE, 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 DfE 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 DfE 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