

## Highfield Level 5 End-Point Assessment for ST0087 Children, Young People and Families Manager

### Apprentice Details

				Highfield use only
Name				
Job title				
Employer				
Training Provider				
On programme start date		On programme end date		
Gateway meeting date		Assessment has been scheduled	<<Yes / No>>	
Has the minimum duration of 12 months been met, as defined in the ESFA funding rules?			<<Yes / No>>	
Has the apprentice taken any part of the end-point assessment for this standard with any other end-point assessment organisation?			<<Yes / No>>	

### Gateway Requirements

Requirement	Achieved	Evidence provided	Highfield use only
Achieved English Level 2	<<Yes / No>>	<i>Tick box</i>	
Achieved Maths Level 2	<<Yes / No>>	<i>Tick box</i>	
Pathway 1: Level 5 Diploma in Leadership and Management for Residential Childcare	<<Yes / No>>	<i>Tick box</i>	
Pathway 2: Level 5 Diploma in Leadership for Health and Social Care	<<Yes / No>>	<i>Tick box</i>	
Portfolio of evidence	<<Yes / No>>	<i>Tick box</i>	
Disclosure and Barring Service Certificate number	<<Yes / No>>	<i>Tick box</i>	

## 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. This should be recorded in the table below, along with any comments. See EPA-kit for more information regarding the Gateway review meeting.

	Ready for Assessment
'You provided direction and ensured we worked as a cohesive team'	<<Yes / No>>
'You implemented a working environment which supported dignity and human rights'	<<Yes / No>>
'You helped us work through the challenges that faced us and ensured we were safe'	<<Yes / No>>
'You enabled us to focus on and achieve improved outcomes for children and young people'	<<Yes / No>>
'You managed and made best use of the resources that we have'	<<Yes / No>>
'You built the relationships with others that ensured effective communication and partnership work'	<<Yes / No>>
'You ensured there was a culture of continuing professional development'	<<Yes / No>>
'You provided direction and ensured we worked as a cohesive team'	<<Yes / No>>
'You implemented a working environment which supported dignity and human rights'	<<Yes / No>>
'You helped us work through the challenges that faced us and ensured we were safe'	<<Yes / No>>
'You enabled us to focus on and achieve improved outcomes for children and young people'	<<Yes / No>>
'You managed and made best use of the resources that we have'	<<Yes / No>>
'You built the relationships with others that ensured effective communication and partnership work'	<<Yes / No>>

'You ensured there was a culture of continuing professional development'	<<Yes / No>>
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Manager in Children's Residential Care	
1a. Plays a leading role in developing the ethos of the home and creates a sense of purpose and clarity for the long-term care and support of children and young people in residential care.	<<Yes / No>>
1b. Leads and supports practice development in the care and support of children and young people in residential care.	<<Yes / No>>
1a. Plays a leading role in developing the ethos of the home and creates a sense of purpose and clarity for the long-term care and support of children and young people in residential care.	<<Yes / No>>
1b. Leads and supports practice development in the care and support of children and young people in residential care.	<<Yes / No>>

Manager within the Community	
2a. Creates an environment that promotes partnership working within a specific context (e.g. early years, youth, youth justice, family work, special educational needs and disability, etc.) and builds consensus and support for improving outcomes together.	<<Yes / No>>
2b. Leads and supports practice development in the care and support of children young people and their families and carers, within contemporary society.	<<Yes / No>>
2a. Creates an environment that promotes partnership working within a specific context (e.g. early years, youth, youth justice, family work, special educational needs and disability, etc.) and builds	<<Yes / No>>

consensus and support for improving outcomes together.	
2b. Leads and supports practice development in the care and support of children young people and their families and carers, within contemporary society.	<<Yes / No>>

Has the apprentice been confirmed as ready for assessment for this standard?	<<Yes / No>>
<p>If No, a period of additional training and preparation must take place. Following the additional training and preparation, the Gateway review meeting, and this readiness form, <b>must</b> be completed again.</p> <p>If Yes, please proceed to complete the remainder of this form, including the declaration, which <b>must</b> be signed by all parties.</p>	

## 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 and assessment plan.
7. That the apprentice has achieved the minimum pre-requisite maths and English achievement as detailed in this document and on the assessment plan.
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. 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.
10. 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