

Gateway Declaration

Completion of this Gateway Declaration Form confirms that the employer is satisfied that the apprentice has fulfilled all requirements and is ready to take the end point assessment provided by RTITB.

All boxes are mandatory

Apprentice details			
Forename			
Middle name			
Surname			
Unique learner number (ULN)			
Date of birth			
Gender assigned at birth	Male	Female	Prefer not to say
Apprenticeship start date		Learning actual end date	

Apprenticeship standard details	
Apprenticeship title	
Apprenticeship code	
Assessment plan version number	
LARS code	
Level	
Option/pathway (as appropriate)	

Employer details	
Employer name	
Contact name	
Job title	
Address	
Postcode	
Telephone number	
Email address	

Gateway Declaration

Training/Service Provider Details

Training/Service Provider Name	
UKPRN	
Contact Name	
Job Title	
Telephone Number	
Email Address	

Gateway Requirements Met

Element	Evidence attached		
	Yes	No	N/A
Maths (Functional Skills or GCSE Equivalent in accordance with the assessment plan)			
English (Functional Skills or GCSE Equivalent in accordance with the assessment plan)			
Minimum of category C for apprentices on LGV v1.1			
Minimum of category C+E for apprentices on LGV v1.2			
Minimum requirement of Category C+E for apprentices on LGV v1.3 Amendment of Assessment Plan			

The training/service provider must make available evidence of achievement (of the above). It is their responsibility to retain auditable evidence of these achievements. Without appropriate evidence, we will not be able to complete the booking or carry out the EPA, and charges may still apply.

Will reasonable adjustments to End-point Assessment be required?	Yes		No	
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If reasonable adjustments are required, please complete and submit a separate Reasonable Adjustments Form and support evidence.

Declarations

I confirm that the gateway meeting has been carried out and confirm that:

1. The apprentice has achieved all EPA gateway requirements as listed above and has the knowledge, skills and behaviours required by the apprenticeship standard and is eligible for EPA.
2. The apprentice has been employed throughout their apprenticeship.
3. The apprentice has completed a minimum duration of on-programme learning before the first EPA with RTITB.
4. The apprentice has been informed (where applicable) about the purpose and format of the professional discussion and were informed of this at least 10 working days prior to the discussion.
5. The employer will ensure all resources to conduct the EPA will be available on the agreed date and time.
6. The apprentice and employer understand (where applicable) that if the apprentice has not completed all elements of the EPA within a 3 month period the entire EPA will need to be re-sat/re-taken in accordance with the assessment plan.

Employer Signatory

Name (print)

Position:

Signature:

Date:

Training/Service Provider Signatory

Name (print)

Position:

Signature:

Date:

I confirm that I have undergone a gateway process to confirm that I am eligible for end-point assessment. I confirm that (where applicable) I have been informed by my employer, training/service provider about the purpose and format of the professional discussion. I have been informed about this at least 10 working days prior to the discussion.

I confirm that (where applicable) I understand that if I have not completed all elements of the EPA within a 3 month period the entire EPA will need to be re-sat/re-taken in accordance with the assessment plan.

I give RTITB permission to apply to the ESFA and the Institute for Apprenticeships for the apprenticeship certificate on my behalf when I complete EPA.

Apprentice

Name (print)

Signature:

Date: