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| Level 3 End-point Assessment for ST0113/AP02 Dental Nurse (9752-22) |

 **V1.0 May 2019**

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| Version and date | Change detail | Section |
| V1.0 May 2019  | Initial input of data  | Document  |

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1. Introduction

### What is in this document

Recording forms to be used by End-point Assessment customers/Employers/Training providers

* Gateway declaration form

This document must be used alongside the End-point Assessment Pack for Centres/ End-point Assessment Customers / Employers.

### How to use forms

 Centres / End-point Assessment Customers / Employers / Training providers must use the forms provided by City & Guilds in the format laid out in this document.

**Gateway form**

This must be completed with the Apprentice and submitted to City& Guilds as part of the end-point assessment booking process.

End-point assessment gateway declaration form

Please complete this form to confirm that all parties are satisfied that the apprentice has met the gateway requirements and can be put forward for end-point assessment (EPA) with City & Guilds.

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| Apprenticeship standard |  | Start date |  |
| **Apprentice name** |  | **Enrolment number** |  |

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| **Gateway requirement**  | **Achieved? (Yes/No)** |
| A qualification which is approved by the General Dental Council as meeting the requirements for entry to the professional register such as the 5234 City & Guilds Level 3 Diploma in Dental Nursing. |  |
| \* Level 2 Mathematics qualification (or recognised equivalent) |  |
| \*Level 2 English qualification (or recognised equivalent) |  |
|  |  |

*Please add more rows if necessary*

\*Apprentices without level 2 Mathematics and English will need to achieve this level prior to completing their end-point assessment. For those with an education, health and care plan or a legacy statement the Apprenticeships Mathematics and English minimum requirement is Entry Level 3 and British Sign Language qualifications are an alternative to English qualifications for whom this is their primary language.

Providers must submit evidence of achievement to us for each gateway requirement. It is the provider’s responsibility to keep auditable evidence of these requirements. Without appropriate evidence, we will not be able to complete your booking or carry out the EPA. Customers may still be charged.

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| **Previous EPA** |
| Has the apprentice taken any assessments as part of the EPA for this Apprenticeship standard with any other EPA organisation? |  |
| **If yes**  |
| Which EPA organisation was this? |  |
| What was the date(s) of the EPA? |  |
| What grade(s) was issued, eg fail/pass/distinction? |  |

**Employer and provider declaration:**

**I confirm that the gateway meeting has been carried out to confirm that the apprentice has/will have:**

**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.**

**Been employed throughout their Apprenticeship.**

**Completed a minimum of 12 months and 1 day on-programme before the first EPA event with City & Guilds.**

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| --- | --- | --- | --- |
| **Employer**  |  | **Date** |  |
| **Provider** |  | **Date** |  |

**Apprentice declaration:**

**I confirm that I have gone through a gateway process to check that I am eligible for EPA.**

**I give City & Guilds permission to apply to the ESFA and the Institute for Apprenticeships for the Apprenticeship certificate on my behalf when I complete EPA successfully.**

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| **Apprentice**  |  | **Date** |  |

Providers should submit the completed form to us through the EPA portal. Please refer to the [Manual for the End-Point Assessment Service](https://www.cityandguilds.com/~/media/cityandguilds-site/documents/apprenticeships/manual-for-the-end-point-assessment-service%20pdf.ashx) for details, including timeframes.