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.

Apprenticeship Standard		**Start date**	
Apprentice name		**Enrolment number**	

Entry Requirement(s)	Achieved (Yes/No)
Level 1 Maths or equivalent	
Level 1 English or equivalent	

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.

Any previous End-Point Assessments	
Has the apprentice taken any assessments as part of the EPA for this apprenticeship standard with any other EPA organisation?	Yes/No
If yes	
Which EPA organisation was this?	
What was the date(s) of the EPA?	
What grade(s) was issued (e.g. fail/pass/merit/distinction)?	

Employer and provider declaration:

I confirm that the gateway meeting has been carried out to confirm that the apprentice:

1. **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. **Has been employed throughout their apprenticeship.**

3. **Will have completed a minimum of 12 months and 1 day on-programme before the first EPA assessment with City & Guilds.**

Employer		Date	
Training Provider (if appropriate)		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.

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 for details, including timeframes.