

# Highfield Level 2 End-Point Assessment for Healthcare Support Worker

EPA-Kit

## Gateway

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# Gateway

## How to prepare for gateway

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After apprentices have completed their on-programme learning they should be ready to pass through 'the gateway' to end-point assessment.

Gateway is a meeting that should be arranged between the apprentice, employer and training provider to determine that the apprentice is ready to undertake their end-point assessment.

In advance of Gateway, apprentices will need to:

- meet the 15 standards required by the Care Quality Commission (as set out in the Care Certificate)
- have completed Level 1 maths and English (and attempted Level 2 maths and English)
- have completed an evidence portfolio. The apprentice documents their knowledge and skills development as well as their approach to the workplace (the values and behaviours). Evidence must be gathered following completion of their programme of training and development and during the 3 months leading up to the planned date of the end point assessment.

The evidence portfolio must be made available at Gateway. Written submissions may be provided to Highfield in any format (such as Dropbox or e-portfolio). Access must be given to Highfield to only the learners who have been put forward for end-point assessment.

Judgement on whether the apprentice is ready for the end point assessment is taken by the employer who should gather views from the training provider and the apprentice to inform this decision. Apprentices should not be put forward for the end point assessment before they are ready.

The end point assessment is triggered by the employer when the gateway requirements have been met and the readiness of the apprentice has been determined. The date and timing of the assessment is agreed with the apprentice and their employer and takes place in the apprentice's normal place of work.

The apprentice and the employer should then engage with Highfield Assessment to agree a plan and schedule for each assessment activity to ensure all components can be completed within a three-month end assessment window.

The meeting should last around an hour, during which the following form will be completed and agreed by all three parties. This form should then be submitted to Highfield Assessment to initiate the end-point assessment process.

# Highfield Level 2 End-Point Assessment for Healthcare Support Worker Gateway Readiness Report

(Standard version: 2015; EPA Plan version: ST0216/AP01, 2016)

This employer and apprentice gateway readiness report has been designed to be used during the formal gateway meeting. This meeting and completion of the gateway readiness report must be completed on or after the apprenticeship on-programme end date and should be attended by the apprentice and the relevant people who have worked with the apprentice on-programme, such as the line manager/employer or mentor, the on-programme trainer/training provider and/or a senior manager (as appropriate to the business). During the meeting, the apprentice, employer and training provider will discuss the apprentice's progress to date and confirm if the apprentice has met the full criteria of the apprenticeship standard during their on-programme training. This document should be used to log the outcomes of the meeting and can be submitted to the end-point assessment organisation as evidence of the apprentice's readiness to enter the gateway, and commence end-point assessment.

**Please note:** a copy of the standard should be made available to all attendees during the gateway meeting.

## **Reasonable adjustments and special considerations**

Highfield Assessment has measures in place for apprentices who require additional support. Please refer to the Highfield Assessment's Reasonable Adjustments Policy for further information/guidance.

## **ID requirements**

Highfield Assessment will need to ensure that the person undertaking an assessment is indeed the person they are claiming to be. All employers are therefore required to ensure that each apprentice has their identification with them on the day of the assessment so the end-point assessor can check.

Highfield Assessment will accept the following as proof of an apprentice's identity:

- a valid passport (any nationality)
- a signed UK photocard driving license
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, travel card, etc.