

Large Goods Vehicle (LGV) Driver Gateway Readiness Report

Apprentice's name:	Apprentice's job title:	
Employer's organisation:	Training provider's organisation:	
Employer's name:	Training provider's name	
Employer's job title:	Training provider's job title:	
		Office use: HA check
Apprenticeship start date:	Apprenticeship on programme end date	Min.duration
Standard title:	Gateway meeting date:	
L2 LGV Driver		
EPA start date:	EPA End date:	

Prerequisite requirements

Before the discussion takes place about the apprentice's achievement of the standard, the apprentice must confirm to the employer that they have achieved any pre-requisite requirements:

Prerequisite requirement	Achieved by the apprentice? Y / N	Evidence	Office use: HA check
Achieved L1 English			
Achieved L1 maths			
Attempted L2 English			
Attempted L2 maths			
Completion of Cat C Licence			
	HA First line sign off:		
	HA Second line sign off:		

Achievement of the apprenticeship standard

The following table should be completed by the employer to log how the apprentice has met each of the standard subject areas. This can be discussed through Q&A, and/or the apprentice may present evidence that can be reviewed during the meeting to show their achievement of the different part of the standard. Following the Q&A and presentation of evidence, the employer should log this information in the table below along with their comments, and then make a judgement as to whether the apprentice has successfully achieved all the subject areas in the standard.

Apprenticeship standard review		
Standard subject area	Assessment ready? Y / N	Comments
Preparation of a vehicle		
Planning of delivery		
Safe and efficient driving and use of equipment		
Use of systems to process goods		
Structure of the industry		
Awareness of own role		
Building relationships		

Gateway meeting outcome

Based on the information discussed and evidenced during the gateway meeting, which is documented in the tables above, the following outcome has been agreed:

Gateway meeting outcome			
Has the apprentice successfully achieved all the criteria of the apprenticeship standard while on-programme?	Y / N	If so, is the apprentice ready for end-point assessment?	Y / N
<p>Should any parts of the gateway readiness not be complete, or answered 'no', then the apprentice is deemed not ready for end-point assessment and a period of additional training and preparation must take place.</p> <p>After the completion of this additional support the gateway readiness report must be completed again.</p> <p>For further support please contact your employer engagement officer at Highfield Assessment.</p>			
<p>The apprentice is aware that during the end-point assessment some footage may be recorded and stored for quality assurance purposes using either video or audio equipment and gives their consent for this.</p>			

The decisions above have been agreed by the following parties.

Declaration:

By signing this form, the signatories below confirm that they understand and agree to the following:

1. The apprentice has completed the mandatory on-programme elements of the apprenticeship and is ready for end-point assessment with Highfield
2. 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
3. The apprentice meets all Highfield's and ESFA's requirements, including that relating to eligibility to be put forward for end-point assessment
4. Highfield will not end-point assess any apprentices prior to the expiry of 372 days from the apprenticeship start date that is recorded on the ILR and this document (as per the ESFA's requirements)
5. The apprentice has been on-programme for the minimum duration required by the ESFA and assessment plan (as referenced in 4 above)
6. The apprentice has achieved the minimum pre-requisite maths and English achievement (Level 1) *and attempted the Level 2* as detailed in this document and on the Assessment Plan
7. The apprentice has achieved the required Category C driving licence during the on-programme training

In addition, it is agreed that, if they are successful, Highfield may apply to the ESFA for the apprenticeship certificate on the apprentice's behalf.

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 the apprentice.

Furthermore, in such circumstances Highfield may draw any defaults to the attention of the ESFA or any other relevant authority/organisation.

Employer's name:	Employer's signature:	Date:
Training provider's name:	Training provider's signature:	Date:
Apprentice's name:	Apprentice's signature:	Date: