

Highfield Level 3 End-Point Assessment for Senior Healthcare Support Worker 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
		Y/N
Standard title:	Gateway meeting date:	
EPA start date:	EPA End date:	
		Y/N

Pre-requisite 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:

Pre-requisite requirement	Achieved by the apprentice? Y/N	Evidence	Office use: HA check
Achieved Maths L2			Y/N
Achieved English L2			Y/N
A regulated level 3 occupational competence qualification (specific to chosen option)			Y/N
15 standards required by the Care Quality Commission (as set out in the Care Certificate)			Y/N
A learning journal			Y/N
		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?	Comments
Core Knowledge:		
Health and wellbeing		
Duty of care and candour, safeguarding, equality and diversity		

Person centred care, treatment and support		
Communication		
Personal, people and quality improvement		
Health, safety and security		
Core Skills:		
Health and wellbeing		
Duty of care and candour, safeguarding, equality and diversity		
Person centred care, treatment and support		
Communication		
Personal, people and quality improvement		
Health, safety and security		
Option 1 Adult Nursing Support – Knowledge:		
Assist with clinical tasks		
Activities of daily living		
Option 1 Adult Nursing Support – Skills:		
Assist with clinical tasks		
Activities of daily living		
Option 2 Maternity Support – Knowledge:		
Assist with clinical tasks		
Assist with caring for babies		
Support mothers and birthing partners		
Option 2 Maternity Support – Skills:		
Assist with clinical tasks		

Assist with caring for babies		
Support mothers and birthing partners		
Option 3 Theatre Support – Knowledge:		
Assist healthcare practitioners with delegated clinical tasks		
Support individuals		
Equipment and resources		
Option 3 Theatre Support – Skills:		
Assist healthcare practitioners with delegated clinical tasks		
Support individuals		
Equipment and resources		
Option 4 Mental Health Support – Knowledge:		
Assist with delegated clinical tasks and therapeutic interventions		
Support individuals		
Risk assessment and risk management		
Option 4 Mental Health Support – Skills:		
Assist with delegated clinical tasks and therapeutic interventions		
Support individuals		
Risk assessment and risk management		
Option 5 Children and Young People – Knowledge:		
Assist with clinical tasks		
Activities of daily living		
Child development		
Option 5 Children and Young People – Skills:		
Assist with clinical tasks		

Activities of daily living		
Child development		
Option 6 Allied Health Profession – Therapy Support – Knowledge:		
Assist with delegated therapeutic or clinical tasks and interventions		
Support, educate and enable individuals with their health and wellbeing		
Equipment and resources		
Option 6 Allied Health Profession – Therapy Support – Skills:		
Assist with delegated therapeutic or clinical tasks and interventions		
Support, educate and enable individuals with their health and wellbeing		
Equipment and resources		
Values:		
Caring, compassionate, honest, conscientious and committed		
Behaviours:		
Treat people with dignity, respecting individual's diversity, beliefs, culture, needs, values, privacy and preferences		
Show respect and empathy for those you work with		
Have the courage to challenge areas of concern and work to best practice		
Be adaptable, reliable and consistent		
Show discretion		
Show resilience and self-awareness		
Show supervisory leadership		

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. 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>			
<p>The decisions above have been agreed by the following parties.</p> <p>Declaration:</p> <p>By signing this form, the signatories below confirm that they understand and agree to the following:</p> <ol style="list-style-type: none"> 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 2) as detailed in this document and on the Assessment Plan 			

- 7. The apprentice has achieved the required mandatory qualification, and the 15 standards required by the Care Quality Commission (Care Certificate) during the on-programme training.
- 8. The apprentice has completed a learning journal (during the final 3 months).

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: