

Level 2 Large Goods Vehicle (LGV) Driver

EPA-Kit

Gateway

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Gateway

How to prepare for gateway

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

Gateway is a meeting that should be arranged between the apprentice, their employer and training provider to determine that the apprentice is ready to undertake their End-Point Assessment. The apprentice should prepare for this meeting by bringing along work-based evidence, including;

- Customer feedback
- Recordings
- Manager statements
- Witness statements

As well as evidence from others, such as:

- Mid and end-of-year performance reviews
- Feedback to show how they have met the apprenticeship standards while on-programme

In advance of gateway, apprentices will need to have:

- Achieved Level 1 English
- Achieved Level 1 Maths
- Taken Level 2 English test
- Taken Level 2 Maths test
- Completed their category C driving test

Therefore, apprentices should be advised by employers and providers to gather this evidence and undertake these qualifications/licences during their on-programme training. It is recommended that employers and providers complete regular checks and reviews of this evidence to ensure the apprentice is progressing and achieving the standards before the formal gateway meeting is arranged.

The gateway meeting

The gateway meeting should last around an hour and must be completed on or after the apprenticeship on-programme end date. It 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).

An apprentice who passes their End-Point Assessment (EPA) is not allowed to drive a Large Goods Vehicle (LGV) until they have completed their Certificate of Professional Competence (CPC) and used this to acquire their Driver Qualification Card (DQC). It is usual practice for training providers not to complete the requirements of the CPC until the end of the training course, and so apprentices may not have this at the time they take their EPA. However, they must have completed their Cat C driving licence prior to driving. Driver training providers may apply for a National Vocational Training concession card (NVT card) for their learners, which allows them to carry out driving before they have acquired their DQC.

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.

The **Gateway Readiness Report**: should be used to log the outcomes of the meeting and agreed by all 3 parties. This report is available to download from the Highfield Assessment website. The report should then be submitted to Highfield to initiate the End-Point Assessment process. If you require any support completing the Gateway Readiness Report, please contact your Employer Engagement Manager at Highfield Assessment.

Please note: a copy of the standard should be 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.