

# Highfield Level 3 End Point-Assessment for Retail Team Leader Gateway Readiness Report

(Standard Version: 2016; Assessment Plan Version: 2016 ST 0326/AP01)

## Apprentice's details

<b>Apprentice's name:</b>	<b>Apprentice's job title:</b>	
<b>Employer's organisation:</b>	<b>Training provider's organisation:</b>	
		<b>Office use: HA check</b>
<b>Apprenticeship start date:</b>	<b>Apprenticeship on programme end date:</b>	Min.duration
		Yes / No
<b>Gateway meeting date:</b>		
Has the apprentice taken any part of the end-point assessment for this apprenticeship standard with any other End Point Assessment Organisation?		Yes / No

## Pre-assessment requirements

The apprentice must confirm their achievement of the following:

Pre-assessment requirement	Achieved?	Evidence
Achieved English level 2	Yes / No	
Achieved maths level 2	Yes / No	

Office use only:	
Highfield Assessment Sign off	

## Gateway Review

The gateway review should be completed by the employer, supported by the training provider, to record how the apprentice has met each of the standard subject areas. This can be discussed through a Q&A, and/or the apprentice may present evidence that can be reviewed during the meeting to show their achievement of the standard.

The employer, supported by the training provider, must agree that the apprentice is, in their view, competent in the role and therefore ready to undertake the end-point assessment. This should be recorded in the table below, along with any comments.

Gateway Review		
Standard area	Assessment ready?	Comments
Financial	Yes / No	
Communication	Yes / No	
Merchandising	Yes / No	
Stock	Yes / No	
Developing Self and Others	Yes / No	
Team Performance	Yes / No	
Legal and Governance	Yes / No	
Diversity	Yes / No	
Business Project	Yes / No	
Professional Discussion	Yes / No	

### Gateway Meeting Outcome

Should the apprentice not be assessment-ready, a period of additional training and preparation must take place. Following the additional training and preparation, the Gateway Readiness Report must be completed again.

If the apprentice is assessment-ready, the following declaration must be signed by all parties and the Gateway Readiness Report submitted to Highfield Assessment.

<b>Declaration:</b>		
<b>By signing this form, the signatories below confirm that they understand and agree to the following:</b>		
<ol style="list-style-type: none"><li><b>1. That the apprentice has completed the mandatory on programme elements of the apprenticeship and is ready for end-point assessment with Highfield</b></li><li><b>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</b></li><li><b>3. That evidence may be recorded and stored for quality assurance purposes using either video or audio equipment</b></li><li><b>4. That the apprentice meets all Highfield's and Education and Skills Funding Agency ("ESFA") requirements, including that relating to eligibility to be put forward for end-point assessment</b></li><li><b>5. That the apprentice has been on-programme for the minimum duration required by the ESFA and Assessment Plan</b></li><li><b>6. That the apprentice has achieved the minimum pre-requisite maths and English achievement as detailed in this document and on the Assessment Plan</b></li><li><b>7. That the apprentice, if successful, gives permission for Highfield to request the apprenticeship certificate from the ESFA who issue the certificate on behalf of the Secretary of State.</b></li></ol>		
<b>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.</b>		
<b>Signed on behalf of the employer by:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Signed on behalf of the training provider by:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Apprentice's name:</b>	<b>Signature:</b>	<b>Date:</b>