



Gateway Meeting Recording Form Guidance Standard

Training Qualifications UK

This is a support document and should **NOT be completed/submitted.*



Gateway Meeting Form

Supporting Guidance

Determining the readiness of an Apprentice for the Independent End-Point Assessment phase of their programme is a very important milestone. An internal formal meeting must be held and must include all relevant parties (Apprentice, On-Programme Assessor and their Line Manager). It is advised that documentation regarding how the Apprentice has progressed so far throughout their apprenticeship programme is available to support this meeting.

During the meeting, the Apprentices ability against the Knowledge, Skills and Behaviours should be discussed. In order for the Apprentice to progress through Gateway and undertake their End-Point Assessment, all parties must agree that the Apprentice is working at or above the required level of competence.

The meeting is not expected to last longer than 45 minutes.

Recording the meeting

The provided Training Qualifications UK Gateway Meeting Record Form must be used for all Gateway meetings, providing sufficient detail to all sections. It has been designed to ensure all essential information is captured in a standardised format. If there is additional information which the On-Programme Assessor or Line Manager wish to add, supplementary space has been provided at the end of this record form. It is important that this record form is not customised.

It is mandatory that all sections are completed and that signatures are received from all parties before this Gateway Meeting Form is submitted alongside the other required Gateway evidence.

Gateway Meeting Form

Supporting Guidance

Apprentice Information

It is important that all boxes in this section are completed in full.

Apprentice Name:	
Branch/Location:	
Line Manager Name:	
On-Programme Assessor Name:	
Date of Gateway Meeting:	

Prior End-Point Assessment Activity

Please indicate if the Apprentice is currently registered for End-Point Assessment for this standard with another End-Point Assessment Organisation.

Yes / No

Please indicate if the Apprentice has completed/partially completed End-Point Assessment for this standard with another End-Point Assessment Organisation.

Yes / No

Name of End-Point Assessment Organisation:	
Details of any assessments including assessment outcomes e.g. scores/grades awarded: (inclusive of Fails)	
Date(s) assessments were undertaken:	

Confirmation of attainment - *Supporting evidence must be required to be attached and uploaded.*

Within this section, a list is provided which outlines every evidence requirement for Gateway. At this point, it should be confirmed that all the evidence is available to upload to Verve EPA when submitting the Apprentice for Gateway. It is important that all evidence is checked thoroughly as incorrect/insufficient evidence may lead to delays in End-Point Assessor allocation and assessments in general.

Qualification/Gateway Requirement Checklist
Example Requirement 1
Example Requirement 2
Example Requirement 3

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Reasonable Adjustments/Special Considerations

Where a reasonable adjustment or special consideration is required, a formal request must be sent to quality@tquk.org using the **Reasonable Adjustment Request** form found under the 'Generic' section of the Supporting Documents section of Verve EPA.

For more information around reasonable adjustments and special considerations, please click [here](#). All up-to-date policies can be found at the bottom of the website page [here](#).

All Reasonable Adjustment/Special Consideration requests **must** be submitted and approved by the Training Qualifications UK Quality Team prior to Gateway.

Please tick to confirm if a Reasonable Adjustment/Special Consideration request has been submitted and approved.	<input type="checkbox"/>
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Assessment Preference

This section will contain specific information requests around assessment preferences (remote or face-to-face) and invigilation preference (for multiple choice and short answer question tests). This section must be completed in its entirety for the Apprentice to be accepted through Gateway and to be allocated an End-Point Assessor.

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Supporting Guidance

Signatures

All signatures must be present for the Apprentice to be accepted through Gateway. Each signature has a statement to which the signature refers to.

Training Qualifications UK require Apprentice consent in order to proceed to certification and issue an Apprenticeship certificate via the Education and Skills Funding Agency (ESFA). The time frame to submit an intention to appeal is two weeks after receiving an overall End-Point Assessment result. Following this time frame, Training Qualifications UK will proceed to certification.

By signing below, in addition to the statements aligned to each individual, all parties confirm that the product of this tri-party meeting was agreement that the Apprentice shows competence against the Knowledge, Skills and Behaviours outlined within the Apprenticeship Standard and is therefore ready for End-Point Assessment.

Apprentice	
Statement	I, the named Apprentice, give consent for Training Qualifications UK to claim for my Apprenticeship Certificate two weeks following confirmation of my End-Point Assessment grade. I understand that within the two weeks, I have the right to submit an intention to appeal an assessment decision should I believe the assessment was not carried out fairly and consistently during the End-Point Assessment. Following the two-week time frame, I understand that Training Qualifications UK will proceed with claiming for my certificate.
Name:	
Date:	
Signature:	

Line Manager	
Statement	I, the Employer, confirm that the contents of this Gateway Meeting Form is correct and the Apprentice has met the requirements for Gateway.
Name:	
Date:	
Signature:	

On-Programme Assessor	
Statement	I, the Training Provider, confirm that the contents of this Gateway Meeting Form is correct and the Apprentice has met the requirements for Gateway.
Name:	
Date:	
Signature:	

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Section 8 - Supplementary Space

Use this space only to provide wider information that may not belong to any of the previous sections.

If not please leave blank.