

Gateway Requirements Guidance Document Early Years Educator ST0135/AP03 Training Qualifications UK



Gateway Requirements Guidance

Early Years Educator

Gateway is the term applied to the end point of an Apprenticeship Standard programme, whereby an Apprentice has completed their on-programme learning and the Apprentice, Employer and On-Programme Assessor all collectively agree that the Apprentice is ready to undertake their End-Point Assessment (EPA) stage. This stage will independently validate and verify their occupational competency.

Each Apprenticeship Standard will have a defined list of pre-requisites that the Apprentice is required to have completed prior to Gateway. Evidence for each of these requirements must be uploaded to Verve EPA by the Training Provider. This evidence will then be reviewed and verified by Training Qualifications UK's EPA Team, ahead of the EPA commencing.

All evidence requested must be provided. If the set Gateway requirements, outlined below, are not met and all such evidence is not uploaded, an Apprentice will be placed 'on hold'. This will remain until the evidence has been re-submitted and the set requirements have been met.

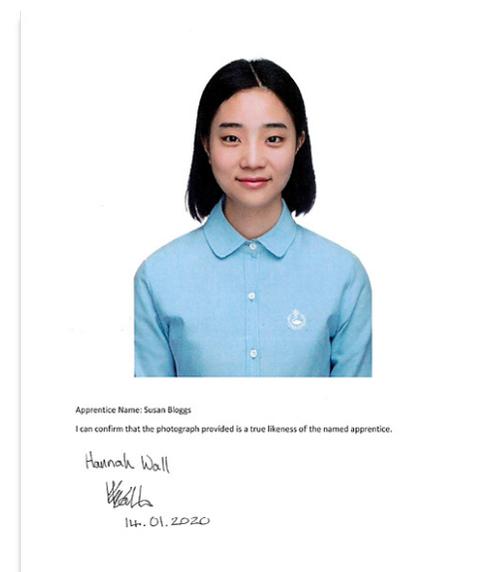
Please see the below tables for the Gateway information required.

Useful link – Institute for Apprenticeships and Technical Education: <https://www.instituteforapprenticeships.org/apprenticeship-standards/early-years-educator/>

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Requirements Across All Apprenticeship Standards	
Evidence Required	Further Information
Photographic ID	<p>All Apprentices must provide photographic identification. These photos must be clear, avoiding any poor lighting, shadowing or reflection.</p> <p>The forms of evidence that will be accepted are as follows:</p> <ul style="list-style-type: none"> • A valid passport. • A valid driver's licence. • A valid staff photo ID card. <p><u>No Photo ID</u></p> <p>In the instance where an Apprentice cannot provide one of the three listed acceptable forms of identification, Training Qualifications UK will accept a clear quality photograph of the Apprentice, alongside a signed declaration from the Employer.</p> <p>The declaration must include the Apprentice's full name and state the following;</p> <p>"I can confirm that the photograph provided is a true likeness of the named Apprentice." This should then be followed with the Employer's name, signature and date, which must also be clearly recorded. (This can be submitted as a scanned photo, along with the signed statement).</p> <p>See example on right:</p>



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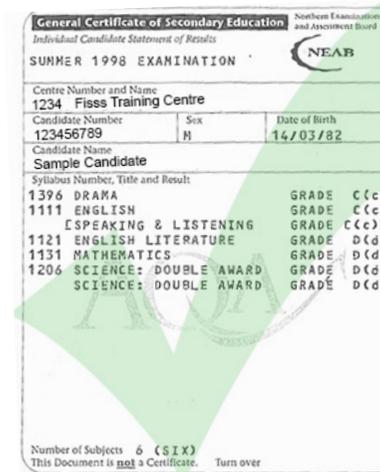
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<p>Gateway Meeting Record Document</p>	<p>Training Qualifications UK produces a Gateway document for each and every Apprenticeship Standard that it provides End-Point Assessment for. Unless exceptions are stipulated, these Gateway forms are required to be completed and uploaded as part of the required Gateway evidence. Exceptions must be pre-approved in advance by Training Qualifications UK.</p> <p>All sections must be completed and signed by all parties involved. This would be the Apprentice, Line Manager and On-Programme Assessor. Either a wet or electronic signature, along with a printed name and date is acceptable.</p> <p>The assessment method in which the Apprentice chooses to undertake their EPA must be clearly stated, along with the assessment location address, including postcode, if face-to-face observation is applicable. This will be the postcode of where the Training Provider has requested for the End-Point Assessment to take place and will be used to assign an End-Point Assessor, within the required area.</p> <p>If there is a Reasonable Adjustment that has been agreed with Training Qualifications UK prior to an Apprentice being put through Gateway, please input a statement outlining this, along with the Training Qualifications UK's Reasonable Adjustment form into the 'Evidence' section on Verve EPA.</p> <p>If you would like a Reasonable Adjustment request to be reviewed for consideration, this must be submitted to the internal Quality team for review at quality@tquk.org . Please also copy the End-Point Assessment Team into this request at epa@tquk.org</p> <p>This request must be submitted prior or at the point of Gateway, to avoid any delays to the End-Point Assessment process.</p> <p>Training Qualifications UK's Reasonable Adjustment form can be downloaded via the website page, which also provides helpful information, should you need it.</p>
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Early Years Educator Standard Specific Requirements	
Evidence Required	Comments/Accepted Evidence
<p>Level 2 Award in Functional Skills Maths</p> <p>Level 2 Award in Functional Skills English</p>	<p>All Apprentices must meet a specified level of Maths and English when entering End-Point Assessment.</p> <p>A Level 2 or equivalent is mandatory for this Apprenticeship Standard.</p> <p>For the types of acceptable qualifications that are equivalent to the accepted Functional Skills level required, please refer to the guidance document on Verve EPA titled - Guidance on Functional Skills for Level 2 Apprenticeships.</p> <p>This can be found on the EPA Verve system when you log-in under the Support Materials section.</p> <p>The forms of evidence that will be accepted are as follows:</p> <ul style="list-style-type: none"> • Certificate of Completion – This can be provided as either a photo or photocopied version of the original certificate. • Personal Learning Record (PLR) – A PLR is a statement type of document, which is taken from an accessible and verified database for an individual, to show their learning participation and achievement. This service is managed by the Learning Records Service (LRS). More information can be seen at .gov. • A screen shot from the Provider of the certificate • Statement of results (See example on right) <p>(The various types of evidence listed above must clearly state the Apprentice name, what Qualification has been undertaken, the name of the Provider and must also show the Qualification has been completed/certificated.)</p> <p>See other examples at Accerts.</p>



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<p>An Early Years Educator Qualification (Level 3) Approved qualification</p>	<p>The forms of evidence that will be accepted are as follows:</p> <ul style="list-style-type: none">• Certificate of completion – This can be provided as either a photo or photocopied version of the original certificate.• Personal Learning Record (PLR) – A PLR is a statement type of document, which is taken from an accessible and verified database for an individual, to show their learning participation and achievement. This service is managed by the Learning Records Service (LRS). More information can be seen at .gov.• A screen shot from the Provider of the certificate• Statement of results <p>(The various types of evidence listed above, must clearly state the Apprentice name, what Qualification has been undertaken, the name of the Provider and must also show the Qualification has been completed/certificated.)</p>
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<p>Level 3 Award in Paediatric First Aid (RQF)</p> <p style="text-align: center;">or</p> <p>Level 3 Award in Emergency Paediatric First Aid (RQF)</p> <p style="text-align: center;">or</p> <p>Complete a first aid course delivered by one of the following types of organisations as per the EYFS requirements:</p> <ol style="list-style-type: none"> 1. Voluntary aid society 2. Member of a trade body with an approval monitoring system. 	<p>The forms of evidence that will be accepted are as follows:</p> <ul style="list-style-type: none"> • Certificate of completion – This can be provided as either a photo or photocopied version of the original certificate. • Personal Learning Record (PLR) – A PLR is a statement type of document, which is taken from an accessible and verified database for an individual, to show their learning participation and achievement. This service is managed by the Learning Records Service (LRS). More information can be seen at .gov. • Screen shot from the Provider of the certificate • Statement of results <p>The various types of evidence listed above must clearly state the Apprentice name, what Qualification has been undertaken, name of the Provider and must also show the Qualification has been completed/certificated. The evidence will only be deemed sufficient if the qualification evidence is dated within three years from submission.</p> <p>See other examples at Acecerts.</p> <table border="1" data-bbox="703 858 1975 1248"> <thead> <tr> <th data-bbox="703 858 1294 906">Accepted Voluntary Aid Societies include:</th> <th data-bbox="1294 858 1975 906">Accepted Trade Bodies include:</th> </tr> </thead> <tbody> <tr> <td data-bbox="703 906 1294 948">St John's Ambulance</td> <td data-bbox="1294 906 1975 948">FAIB (First Aid Industry Body)</td> </tr> <tr> <td data-bbox="703 948 1294 989">British Red Cross</td> <td data-bbox="1294 948 1975 989">UKAS (United Kingdom Accreditation Service)</td> </tr> <tr> <td data-bbox="703 989 1294 1031">St Andrews First Aid</td> <td data-bbox="1294 989 1975 1031">FOFATO (Federation of First Aid Training Organisations)</td> </tr> <tr> <td data-bbox="703 1031 1294 1072"></td> <td data-bbox="1294 1031 1975 1072">AOFA (Association of First Aiders)</td> </tr> <tr> <td data-bbox="703 1072 1294 1114"></td> <td data-bbox="1294 1072 1975 1114">Pro-Trainings</td> </tr> <tr> <td data-bbox="703 1114 1294 1155"></td> <td data-bbox="1294 1114 1975 1155">Certify Training Quality (CTQ)</td> </tr> <tr> <td data-bbox="703 1155 1294 1197"></td> <td data-bbox="1294 1155 1975 1197">Worksafe Training Systems</td> </tr> <tr> <td data-bbox="703 1197 1294 1248"></td> <td data-bbox="1294 1197 1975 1248">Advantage</td> </tr> </tbody> </table>	Accepted Voluntary Aid Societies include:	Accepted Trade Bodies include:	St John's Ambulance	FAIB (First Aid Industry Body)	British Red Cross	UKAS (United Kingdom Accreditation Service)	St Andrews First Aid	FOFATO (Federation of First Aid Training Organisations)		AOFA (Association of First Aiders)		Pro-Trainings		Certify Training Quality (CTQ)		Worksafe Training Systems		Advantage
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Further Guidance for Paediatric First Aid Requirements

Basic certificate checks:

The certificate name should match the learners name, if not suitable name change documentation should be submitted to accompany the certificate, this can include;

- Marriage Certificate
- Civil Partnership Certificate
- Gender Recognition Certificate
- Enrolled Deed Poll
- Act of Parliament
- Unenrolled deed poll / Change of name deed
- Certificate from the court of the Lord Lyon of Scotland
- Birth Certificate (upon re-registration)
- Baptismal / Confirmation certificate (for Christian names only)
- Certificate of Naturalisation / Registration
- Adoption order/certificate (these will not normally be provided as a change of name evidence)
- Statutory Declaration / Affidavit

The certificate or other form of suitable evidence should be of a quality that all information can be read.

The certificates or other form of suitable evidence presented must be within its three year validity

Ofqual Regulated provision:

Suitable Paediatric First Aid qualifications should be accessible on the Ofqual register.

<https://register.ofqual.gov.uk/>

Awarding Organisations	Qualification	Notes
Various	Level 3 Award in Paediatric First Aid (RQF)	This should be accessible on the Ofqual register. https://register.ofqual.gov.uk/
Various	Level 3 Award in Emergency Paediatric First Aid (RQF)	This should be accessible on the Ofqual register. https://register.ofqual.gov.uk/

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Further Guidance for Pediatric First Aid Requirements	Voluntary aid societies include:		
	Organisations	Suitable Course	Notes
	St Johns Ambulance	Blended Online Paediatric First Aid	Further information at https://www.sja.org.uk/courses/schools-first-aid/blended-online-paediatric-first-aid/book-opf/
	St Johns Ambulance	Emergency Paediatric First Aid - 1 Day	Further information at https://www.sja.org.uk/courses/schools-first-aid/Paediatric-first-aid-1-Day/book-epfa1d/
	British Red Cross	Emergency paediatric first aid	Further information at: https://www.redcrossfirstaidtraining.co.uk/courses/first-aid-at-work-courses-uk-mainland/scheduled-courses/emergency-paediatric-first-aid/
	British Red Cross	Paediatric first aid	Further information at: https://www.redcrossfirstaidtraining.co.uk/courses/first-aid-at-work-courses-uk-mainland/scheduled-courses/paediatric-first-aid/
	St Andrews First Aid	Paediatric first aid	Further information at: https://www.firstaid.org.uk/course_category/paediatric-first-aid/
Membership of accepted trade bodies include:			
Organisation		Membership Type	
The First Aid Industry Body (FAIB)		Training Provider Membership	
Federation of First Aid Training Organisations (FOFATO)		Training Provider Membership	
The Association of First Aiders (AOFA)		Training Provider Membership	
Pro-Trainings		Training Provider Membership	
Certify Training Quality (CTQ)		Training Provider Membership	
Worksafe Training Systems		Training Provider Membership	
UKAS		Membership	
Advantage		Membership	

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<p>Further Guidance for Pediatric First Aid Requirements</p>	<p>To support meeting the requirements of the Early Years Foundation Stage Statutory Framework, it must be confirmed that certificates or other evidence from training providers who have membership of accepted trade bodies:</p> <ul style="list-style-type: none"> • Have adequate resuscitation and other equipment including baby and junior models must be provided, so that all trainees are able to practice and demonstrate techniques. • The course has been undertaken through either blended or face-to-face methods, and the face to face duration is a minimum of six hours (excluding breaks) and the following areas are covered: <ul style="list-style-type: none"> ○ Be able to assess an emergency situation and prioritise what action to take ○ Help a baby or child who is unresponsive and breathing normally ○ Help a baby or child who is unresponsive and not breathing normally ○ Help a baby or child who is having a seizure ○ Help a baby or child who is choking ○ Help a baby or child who is bleeding ○ Help a baby or child who is suffering from shock caused by severe blood loss (hypovolemic shock)
<p>Portfolio of Evidence</p>	<p>The portfolio is a compulsory component of the Apprenticeship.</p> <p>This is encouraged to be submitted as an electronic version, although other submission formats will be accepted. Where online e-portfolio systems are used, Training Qualifications UK may be able to establish links to gain remote access.</p> <p>To further support the collation of this evidence, please refer to Training Qualifications UK's Apprentice brief, titled 'Professional Discussion Supported by a Portfolio of Evidence Apprentice Brief'.</p> <p>This can be found on the EPA Verve system under the Support Materials section.</p>

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<p>Mapping and Tracking Document</p>	<p>The Mapping and Tracking document is used so that the End-Point Assessor can clearly identify what pieces of evidence in the portfolio are aligned to which Knowledge, Skill and Behaviours.</p> <p>The Mapping and Tracking document also acts as a checklist, so the Apprentice can clearly see that they have met all required components, before submitting their portfolio.</p> <p>All supporting evidence must be clearly evident and recorded on this Mapping and Tracking document. The portfolio must only contain the pieces of evidence aligned to specific criteria and referenced within this document.</p> <p>Any evidence present within the portfolio, which is not mapped against criteria, will not be reviewed.</p> <p>The Mapping and Tracking form is essential in:</p> <ul style="list-style-type: none">• Ensuring that the relevant evidence has been submitted against all required criteria.• Allowing the End-Point Assessor to clearly identify the relevant section within each piece of evidence for assessment (e.g. specific time-stamp within a recording or page number within a submitted document). <p>It is accepted that one piece of evidence may support multiple outlined criteria.</p>
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Should you have any further questions in relation to the Gateway requirements for this standard, Please feel free to contact the EPA Team.

T: 03333 583 344 E: epa@TQUK.org

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