

Section 9 Apprenticeship policy: Gateway requirements and end-point assessment

9.1 Background

- 9.1.1 Assessment across the programme should focus on the Knowledge, Skills and Behaviours (KSBs) required by the Apprenticeship Standard and will culminate in the end-point assessment (EPA). Prior to undertaking the EPA, apprentices must meet the gateway requirements set out in the Apprenticeship Standard. This ensures that all apprentices have completed the mandatory aspects of the occupational standard and any work that underpins specified assessment methods. It also demonstrates that the employer believes the apprentice is occupationally competent at the point they pass the gateway.
- 9.1.2 The University operates the apprenticeship programmes within the Education and Skills Funding Agency (ESFA) regulations:
- [Apprenticeship funding rules for main providers](#)
 - [Conditions for being on the register of end-point assessment organisations](#)

9.2 End-point assessments

- 9.2.1 The EPA is an independent assessment at the end of the apprentice's training that confirms they have reached occupational competence. This confirms that the apprentice can perform in the occupation they have been trained in and can demonstrate the KSBs set out in the occupational standard. It must include at least two forms of assessment, and these will be specified in the assessment plan for the apprenticeship standard.
- 9.2.2 The EPA can be taken in two ways:
- Non-integrated: These are conducted by independent End-Point Assessment Organisations (EPAO), contracted by the University and selected by the employer. The University cannot be the EPAO in a non-integrated degree/diploma/certificate that it delivers.
 - Integrated: The University acts as the EPAO, and the EPA is an integrated aspect of the degree/diploma/certificate. For this purpose, the University has to be listed on the Register of End-Point Assessment Organisations (RoEPAO). The EPA must still deliver an impartial result - the assessor must be independent of the programme, employer and apprentice.
- 9.2.3 For non-integrated apprenticeships, the apprentice must have passed their degree/diploma/certificate to be put forward for the EPA. This is determined by the University. Successful completion of the degree/diploma/certificate does not constitute completion of the apprenticeship. This is only achieved when the degree/diploma/certificate and the EPA have been achieved.
- 9.2.4 For integrated apprenticeships, successful completion of the degree also constitutes successful completion of the apprenticeship. In such cases, the final module of the degree may constitute the EPA. Where this is the case, the assessment will need to meet the requirements of the EPA set out the apprenticeship Assessment Plan.
- 9.2.5 The University is responsible for providing continued support to the apprentice until the EPA is completed.
- 9.2.6 All apprentices must have passed maths and English Level 2 or above prior to the gateway. If they do not already hold these at the start of the apprenticeship, they will undertake these while on the programme. Evidence of these qualifications must be presented at gateway.
- 9.2.7 For all degree/diploma/certificate apprenticeships, the alignment of the programme assessment strategy with the apprenticeship Assessment Plan is essential. The programme should include a range of formative and summative assessments which support both the achievement of the programme and prepare apprentices for the EPA.

9.3 Changing employer prior to or during the gateway period

- 9.3.1 If an apprentice moves to a new employer prior to EPA, whether on programme or during gateway, the apprentice can only continue the programme and complete the EPA with the financial support of the new employer. In these circumstances the change of employer process must be followed, and advice sought from the Apprenticeship team.
- 9.3.2 Apprentices who have their apprenticeship agreement terminated by reason of redundancy who, on the day of dismissal, are within 6 months of the final day of the practical period OR have completed at least 75% of the practical period specified in the apprenticeship agreement, may continue their apprenticeship training without being employed under an apprenticeship agreement.
- 9.3.3 During the programme, if an apprentice becomes unemployed, self-employed as a sole trader, or becomes a shareholder / director with no separate identifiable person to undertake the role of employer, they will at that point no longer be eligible for funding and will thus be withdrawn from the apprenticeship.
- 9.3.4 The apprentice must be employed until the end-point assessment is completed. Consideration must be given to the potential time needed for any reassessment and / or retraining prior to re-taking the end-point assessment so the apprentice remains employed during this time. The only exception is where the apprentice has been made redundant.

9.4 Timeframe for EPA completion

- 9.4.1 The EPA is a mandatory part of the apprenticeship which all apprentices must complete. It is expected that they will complete the EPA in the timeframes set out in the 'End-point assessment plan' from the Institute for Apprenticeships and in the programme specification. If students are unable to complete their EPA in the expected timeframe, they must follow the 'Exceptional Circumstances policy' (refer to [section 18](#)).

9.5 Suspension of studies during the gateway

- 9.5.1 Students will still have access to some university IT systems and email, but will not have access to library facilities, including online resources, during their period of suspension from the University, unless completing assessments. Access to other university support is not normally required and will therefore be restricted. For further information on suspension of studies refer to [section 7](#).

9.6 Gateway approval

- 9.6.1 Gateway approval is the responsibility of the School in collaboration with the Apprenticeship team. Work Based Learning Tutors are responsible for conducting Gateway meetings with the apprentice and employer. Quality Assurance of this process is the responsibility of the Course Leader, Associate Head, and Head of Apprenticeships who will sign off Gateway forms together.
- 9.6.2 For records, EPA Gateway sign off will be considered at the School Assessment Board (SAB) and reported to the Progress and Award Examination Panel.

9.7 Eligibility to attend graduation

- 9.7.1 Certificates and transcripts of results for apprenticeship programmes may be withheld pending the submission of documentation required by the Education and Skills Funding Agency (ESFA) to release payments. Certifications and transcripts for awards that form part of the programme will be withheld until end-point assessment has been completed.