

Section 38 Apprenticeship policy: Gateway requirements and end-point assessment

38.1 Background

- 38.1.1 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.
- 38.1.2 The University operates the apprenticeship programmes within the Department for Education (DfE) regulations:
- [Apprenticeship funding rules for main providers](#)
 - [Conditions for being on the register of end-point assessment organisations](#)

38.2 End-point assessment (EPA)

- 38.2.1 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.
- 38.2.2 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 must 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.
- 38.2.3 For non-integrated apprenticeships, the apprentice must have passed their degree/diploma/certificate through successful completion of all credit bearing modules, 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 non-credit bearing EPA module has been achieved.
- 38.2.4 For integrated apprenticeships, successful completion of the EPA also constitutes successful completion of the degree/diploma/certificate. In such cases, the final module(s) 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.
- 38.2.5 For integrated apprenticeships, modules that constitute the EPA are still subject to the University's standard marking and moderation criteria as set out in [section 24](#), as well as being assessed by the EPAO against the apprenticeship Assessment Plan. Degree Apprentices would receive an individual module mark and an EPA grade. The module mark forms part of the calculation for the degree classification as per standard regulations.
- 38.2.6 End point assessment (EPA) marks and overall apprenticeship grades will be presented at the relevant School Assessment Board (SAB) following completion of the apprenticeship and will be reported to the Degree Apprenticeship Oversight Committee (DAOC).

- 38.2.7 Guidance on the process for aggregating the EPA overall mark to determine the apprenticeship grade is detailed in the End-point Assessment Plan for the relevant Apprenticeship standard. This should be considered as part of the design process for any new Apprenticeship programme.
- 38.2.8 The University is responsible for providing continued support to the apprentice until the EPA is completed.
- 38.2.9 All adult apprentices (aged 19 and over at the start of their apprenticeship training) will no longer be required to hold or achieve formal English and maths qualifications to complete their apprenticeship. Instead, their proficiency will be assessed through the development of occupationally relevant English and maths skills as part of their training. Apprentices aged 16 to 18 at the start of their apprenticeship will still be required to achieve English and maths qualifications to support their career progression.
- 38.2.10 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.

38.3 Changing employer prior to or during the Gateway period

- 38.3.1 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.
- 38.3.2 Apprentices who have their apprenticeship agreement withdrawn 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.
- 38.3.3 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.
- 38.3.4 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.

38.4 Timeframe for EPA completion

- 38.4.1 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 13](#)).
- 38.4.2 In exceptional circumstances, apprentices may be allowed up to 24 months following the standard period of study for their programme to complete their EPA. This will be the maximum period of study as set out in the University Regulations or programme specification. Extensions beyond the maximum period of study must follow the University procedures set out in [section 14.7](#).

38.5 Suspension of studies

- 38.5.1 Students will still have access to some university IT systems and email, but will not have access to physical library facilities, during their period of suspension from the University. Access to other university support is not normally required and will therefore be restricted. For further information on suspension of studies refer to [section 5](#).

38.6 Gateway approval

- 38.6.1 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 Programme/Course Lead, Associate Head/Dean of School, and Head of Apprenticeships who will sign off Gateway forms together.
- 38.6.2 Where an apprentice has not gone through Gateway approval one year after their planned practical end date, a Support to Study Stage 4 meeting will be held and will include the employer, Work Based Learning Tutor, and apprentice to discuss options. Any exceptional circumstances will be considered as part of the decisions to enable apprentices to continue. The Assessment team in Registry have the delegated authority on behalf of the Special Cases Panel (SCP) to approve the deferral of EPA modules and a programme extension as part of the Support to Study outcome, as long as the student can still complete all study and assessment within 24 months following the standard period of study as detailed on the programme specification (refer to [General Regulation 1.15](#)).

- 38.6.3 Results signed off at the School Assessment Board (SAB) will be considered at the EPA Gateway and reported to the Degree Apprenticeship Oversight Committee (DAOC).

38.7 Eligibility for university awards and graduation

- 38.7.1 To be eligible for university awards, which are part of an apprenticeship standard, apprentices must successfully complete all the requirements set out in the apprenticeship standard and assessment plan. An apprenticeship has three parts:
- Off-the-job learning (the University award).
 - On-the-job learning.
 - An end-point assessment (EPA).
- 38.7.2 As stated in the apprenticeship standard and assessment plan, apprentices must successfully complete all three parts before an apprenticeship completion certificate can be awarded.
- 38.7.3 The University awards degree/diploma/certificate qualifications as part of an apprenticeship standard. Once an apprentice has completed all three parts of the apprenticeship standard, they will receive their transcript and certificate. The University reserves the right not to issue any certificates or invites to a graduation ceremony until the apprentice has successfully completed all aspects of the apprenticeship (including the EPA).