



# Gateway Sign Off Policy

**Document Number 86A**

June 2020 V6

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## POLICY STATEMENT

1. Towards the end of the apprenticeship, the employer and training provider will 'sign-off' the apprentice as ready for the end-point assessment – this sign-off is the 'gateway'.

## SCOPE

2. This procedure describes the steps for the formal sign-off for apprentice readiness to undertake the end point assessment.

## RESPONSIBILITY

3. This policy is for end point assessments offered by Smart Awards. This policy is for employers and Training providers accessing Smart Awards qualifications and related services and all those involved with the delivery and quality assurance of Smart Awards qualifications. Smart Awards has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it. Smart Awards has the day-to-day responsibility for implementing this policy and for monitoring its use and effectiveness and dealing with any queries on its interpretation
4. Before the apprentice can do the end-point assessment they need to have passed the gateway review. This review is conducted by the employer and training provider who must jointly agree that the apprentice is: In their view competent in the role and ready to do the end-point assessment.

R	Responsibilities	The person who actually carries out the process or task. The person is responsible for action/implementation. Responsibilities can be shared											
A	Accountabilities	The person who is ultimately accountable for the process or task being completed and who has the authority to make decisions, yes or no authority and veto power. Responsible person (s) is accountable to this person. Only one A can be assigned to a task											
C	Consulted	The person to be consulted prior to a final decision or action (two-way communication). People who are not directly involved with carrying out the task but are consulted with.											
I	Informed	Anyone whose work depends on the process or task and who has to be updated about the progress after a decision or action has been taken (one-way communication).											
POLICIES		BOARD	CEO	MD	OPS DIRECTOR	QUALITY PORTFOLIO MANAGER	STANDARDS COMPLIANCE OFFICER	QUAL ADMIN OFFICER	IT CONSULT	FINANCE AUDITOR	EQA	NOPS BOARD	EMPLOYER TRAINING PROVIDERS
Gateway Policy		A	R	R	R	R	R	C	I	I	I	I	R
Holiday/Sickness Cover													
The MD, CEO and Operations Director cover holiday/sickness and absenteeism for areas where the person is responsible for action/implementation of a task. The MD, CEO and Operations Director hold company wide experience to be able to carry out these tasks and hold no conflicts of interest.													

## POLICY AND IMPLEMENTATION FOR THE GATEWAY TO THE END POINT ASSESSMENT

5. Where the apprentice is deemed ready for the end-point assessment and arrangements are made with Smart Awards for this to take place. This stage is also known as the 'Gateway'. During this stage, certain checks must be made with regards to any pre-requisites that have been specified in the Standard, for example, any required qualifications, English and/or mathematics. Smart Awards has devised a Gateway Checklist. When an apprentice is ready for the end-point assessment the Gateway Checklist must be completed and sent to Smart Awards at least 3 months before the end-point

assessment is required to take place. Training providers are required to upload all their evidence to ACE360.

6. Signing-off an apprentice is done on ACE360 and indicates the employer believes knowledge, skills and behaviours of the apprentice are the level required to attain an apprenticeship. A number of approaches are used for the gateway, including qualifications, interviews, and a portfolio of work. The assessment plan will specify the approach for the apprenticeship Standard.
7. Smart Awards will support the employer and training provider to determine the apprentice's readiness for end-point assessment. An apprentice should not be recommended for end point assessment until they have had extensive experience of effectively and efficiently undertaking the range of tasks the assessments require. Smart Awards will liaise with the employer/ training provider regarding date, time and venue for the end-point assessment and any requirements prior to the end-point assessment.

## GATEWAY CHECKLIST

8. Employers/Training providers are required complete a gateway form provided by Smart Awards at least 3 months before the anticipated assessment date(s) with a completed Apprentice Permission Form which is uploaded to ACE360.

## REVIEW OF THIS POLICY

9. This policy is reviewed and revised annually in response to feedback, changes in legislation and guidance from the regulators, SQA Accreditation or Ofqual.