



## GATEWAY EVIDENCE POLICY

### Document control

|                 |   |
|-----------------|---|
| Audience        | Internal colleagues, External colleagues, Customers, Apprentices, External Quality Assurance bodies and regulators      |
| Application     | This policy applies to all Achieve+Partners personnel, customers, apprentices and bodies that work with it              |
| Version         | 3.0   |
| Published       | December 2020   |
| Document status | Published   |
| Responsibility  | The Operations Director is responsible for the implementation of the policy and maintenance of all controlled documents |

### Document change record

Changes to specific sections of the document are listed below:

| Page      | Section          | Change   |
|-----------|------------------|--|
| 7 and 8   | Prior attainment | List of acceptable qualifications replaced. – Oct 2020 |
| 13 and 15 | 1.5, 1.6 and 2   | Removed references to ACE360 and replaced with ROGO    |
| 7 and 8   | Prior attainment | List of acceptable qualifications replaced. – Dec 2020 |



## SECTION 1: POLICY

### 1.1 Introduction

Achieve+Partners takes its responsibility to check that the gateway requirements of a standard have been achieved before allowing an apprentice to undertake an end-point assessment.

It is the apprentice, employer and training providers responsibility to ensure they fully understand the requirements of gateway and the evidence that Achieve+Partners will accept to satisfy these requirements.

Achieve+Partners have robust policies and procedures in place to ensure that all apprentices have satisfied gateway requirements before an end-point assessment is carried out.

### 1.2 Purpose

This policy covers the requirements for gateway evidence in respect of English and mathematics exemptions and exceptions for apprentices registered with Achieve+Partners for end-point assessment.

The policy meets the Education and Skills Funding Agency (ESFA) Apprenticeship funding and performance management rules.

### 1.3 Scope

This policy is relevant to registered apprentices, employers and training providers that have appointed Achieve+Partners to provide end-point assessment services for an apprenticeship standard(s).

The policy covers the arrangements for presenting evidence to Achieve+Partners to satisfy the gateway requirements of the end-point assessment being taken by the apprentice.

The policy does not cover arrangements for Information and Communication Technology (ICT) or additional mandated qualifications as Achieve+Partners do not provide end-point assessment for any standard where these are a requirement of gateway.



**1.4 Definitions**

**Level 2 Standards**

Table lists requirements unless the standard specifies something additional.

|             |   |
|-------------|---|
| English     | Level 1 English qualification or equivalent   |
|             | Level 2 English qualification or equivalent   |
|             | OR results from a Level 2 English qualification   |
|             | Note this must include the 3 components of functional skills: Speaking and Listening, Reading and Writing |
| Mathematics | Level 1 Mathematics qualification or equivalent   |
|             | Level 2 Mathematics qualification or equivalent   |
|             | OR results from a Level 2 Mathematics qualification   |

**Level 3+ Standards**

Table lists requirements unless the standard specifies something additional.

|             |   |
|-------------|---|
| English     | Level 2 English qualification or equivalent     |
| Mathematics | Level 2 Mathematics qualification or equivalent |

**1.5 Arrangements**

The minimum requirements for English and maths are set out in the apprenticeship funding and performance management rules. Any additional English and maths requirements will be set out in the apprenticeship standard and assessment plan.

The apprentice may have already achieved an English and/or Mathematics qualification. As part of your gateway review you will need to validate that the English and/or Mathematics qualification they hold is an acceptable equivalent.

**Gateway requirements**

Gateway takes place before an EPA can start. The employer and training provider will review their apprentice’s knowledge, skills and behaviours to see if they have met the minimum requirements of the apprenticeship set out in the apprenticeship standard and are ready to take the assessment.



### Minimum requirements

To meet the minimum requirements set out in the apprenticeship standard an apprentice needs to:

- display occupational competency
- have evidence of or pass functional skill levels in English and maths
- complete mandatory training
- take any qualifications set out in the standard
- meet the minimum duration for their apprenticeship training

Only apprentices who complete Gateway successfully can start the EPA.

### Exceptions to English and Mathematics minimum requirements

These rules apply to all apprenticeships, both retrospectively for existing apprentices currently engaged on a programme and for all new starts. Every effort should be made to enable apprentices to achieve the minimum English and mathematics requirements of the specific apprenticeship, including appropriate use of access arrangements, reasonable adjustments and other approved qualifications.

Apprentices with learning difficulties or disabilities who struggle to achieve the regular English and/or Mathematics minimum requirement due to the nature of their difficulty or disability can instead meet entry level 3 Functional Skills in English and/or Mathematics. This should be assessed on a case-by-case basis and should satisfy all the following conditions:

- a) the provider and the employer expect the apprentice to achieve all other aspects of the apprenticeship requirements, become occupationally competent and achieve entry level 3 in the adjusted subject(s) before the end of their apprenticeship.
- b) the apprentice has either an existing or previously issued Education, Health and Care (EHC) Plan, a statement of Special Educational Need (SEN) or a Learning Difficulty Assessment (LDA)
- c) the provider hold or have conducted an evidenced assessment demonstrating that even with support, reasonable adjustments and stepping stone qualifications, the apprentice is not able to achieve English and/or Mathematics to the minimum level within the timeframe projected for them to be ready to progress to their end-point assessment under a standard, as a result of their learning difficulty or disability.

Depending on the apprentice's individual circumstances and assessment, this adjustment may apply to one subject, or to both English and Mathematics. If the adjustment is only applied to one subject, the regular requirements for the non-adjusted subject will apply.



Although the apprentice will be exempt from the English and/or Mathematics minimum requirements, providers must plan and evidence how the apprentice will access further literacy and numeracy development, including level 1 and level 2 courses, as part of their overall training provision, if appropriate.

The assessment must be formal, structured, by an appropriate professional associated with the training provider, such as the Head of SEN or student support. For new apprenticeship starts the assessment must be conducted within eight weeks of an apprentice beginning their apprenticeship.

Assessments must include:

- + assessment of the apprentice's current English and Mathematics ability
- + information on how the learning difficulty or disability affects the apprentice's English and Mathematics abilities and a clear indication of whether one or both English and Mathematics are affected
- + assessment of the apprentice's ability to meet the regular English and Mathematics requirements even with appropriate support in place
- + creation of a recommended learning plan to enable the apprentice to achieve Entry Level 3 Functional Skills in the adjusted subject(s) and, where appropriate, to continue to build on their literacy and numeracy skills by accessing further courses
- + collection of copies of an Education, Health and Care (EHC) Plan, a
- + statement of Special Educational Need (SEN) or a Learning Difficulty Assessment (LDA)

Providers must retain all elements of the assessment in the evidence pack.

If the apprentice disagrees with the outcome of the assessment, providers must provide a facility for the apprentice to request a second opinion. Providers must ensure that the assessment is reviewed independently by a second SEN professional. Providers may determine the format of the review process.



### Prior attainment

Achieve+Partners accepts equivalent qualifications for the purposes of prior attainment for English and Mathematics in line with the Education and Skills Funding Agency requirements. We expect evidence to be in the form of a qualification certificate. Where the certificate is not available then a formal transcript or notification of results is acceptable. Where either a certificate or formal notification of results is not available, but the apprentice has other evidence which may be acceptable, you should contact us directly so we can offer advice on the verification of the evidence.

To be exempt from the English and/or Mathematics requirements of the new apprenticeship standards, apprentices must have achieved the following:

- + A\* to C (or 9 to 4) in their G.C.S.E. English or Mathematics, or
- + Level 2 English and/ or Mathematics functional skills.

Please refer to the table on the following page for a full list of accepted qualification equivalents:



Level 2 Apprenticeship

Acceptable current and prior equivalent qualifications for English and maths minimum requirements in level 2 apprenticeships.

\* Regulated by Ofqual, CCEA and Qualifications Wales

\*\* From 2017; where 9 to 1 grading scale is used

\*\*\* Where included in Performance Tables

\*\*\*\* All English qualifications should refer only to those qualifications where English is the primary language, unless explicitly stated.

\*\*\*\*\* Awarded up to the end of July 2014

| English and maths minimum requirements                       |  |  |                                |
|--|--|--|--------------------------------|
| Qualifications   | English*****                                     | Maths  | Minimum acceptable grade       |
| GCSE*  | Any GCSE with English in the title               | Any GCSE with Mathematics in the title               | E or 2**                       |
| Functional Skills level 1                                    | English  | Mathematics  | Pass                           |
| Other acceptable current and prior equivalent qualifications |  |  |                                |
| Qualifications   | English*****                                     | Maths  | Minimum acceptable grade       |
| A Level  | Any A Level with English in the title            | Any A Level with Mathematics in the title            | E or Ordinary Grade (pre 1986) |
| AS Level   | Any AS Level with English in the title           | Any AS Level with Mathematics in the title           | E                              |
| International GCSE   | Any International GCSE with English in the title | Any International GCSE with Mathematics in the title | E or 2                         |
| Level 1/2 Certificates                                       | English Language                                 | Mathematics  | E or 2                         |
|  | English Literature                               |  |                                |
| Core Maths level 3***  |  | Mathematical Studies                                 | E                              |
|  |  | Using and Applying Mathematics                       |                                |
|  |  | Quantitative Problem Solving                         |                                |
|  |  | Quantitative Reasoning                               |                                |
|  |  | Mathematics in Context                               |                                |
|  |  | Mathematics for Work and Life                        |                                |
| Pre U Certificate  | Literature in English                            | Mathematics  | P3                             |
|  |  | Further Mathematics                                  |                                |
| IBO Middle Years Programme level 1/ 2 Certificate            | Language and Literature                          | Mathematics  | 2                              |
|  |  | Extended Mathematics                                 |                                |



| Qualifications   | English*****                               | Maths  | Minimum acceptable grade  |
|--|--|--|---|
| International Baccalaureate Diploma                                    | Standard or Higher level qualification in: | Standard or Higher level qualification in:   | 3   |
|  | English A: Literature                      | Mathematical Studies   |   |
|  | English A: Language and Literature         | Mathematics  |   |
|  | Or English Literature and Performance      | Further Mathematics  |   |
|  |  | Mathematics: applications and interpretation<br>Mathematics: analysis and approaches |   |
| Free-Standing Mathematics level 2                                      |  | Foundations of Advanced Mathematics  | E   |
| British Sign Language**** Level 1                                      | British Sign Language                      |  | Pass  |
| O Level  | English language                           | Mathematics  | E (pre 1975 Pass)   |
|  | English literature                         |  |   |
| CSE  | English                                    | Mathematics  | 2 or 3  |
| Key Skills Level 1 (qualification or units)                            | Communication (Literacy)                   | Application of Number (Numeracy)   | Pass  |
| Basic Skills Certificates Level 1                                      | Certificate in Adult Literacy              | Certificate in Adult Numeracy  | Pass  |
| Access to Higher Education Diploma*****                                | English units                              | Maths units  | Minimum of 12 credits for English and 12 credits for maths at level 2 |
| International Certificate of Christian Education (General or Advanced) | English                                    | Mathematics  | E   |

**Northern Ireland, Scotland and Wales acceptable current and prior equivalent qualifications**

| Qualifications                                    | English*****    | Maths                 | Minimum acceptable grade |
|---|-----------------|-----------------------|--------------------------|
| Essential Skills (Northern Ireland) level 1       | Communication   | Application of Number | Pass                     |
| Scottish Advanced Higher (SCQF level 7)           | English         | Mathematics           | C                        |
| Scottish Higher (SCQF level 6)                    | English         | Mathematics           | C                        |
| Scottish National Certificate Unit (SCQF level 6) | Communication 4 |                       | Pass                     |
| Scottish Ordinary Grade (SCQF level 5)            | English         | Mathematics           | C or 3                   |





| Qualifications                                     | English*****                          | Maths   | Minimum acceptable grade |
|--|---------------------------------------|---|--------------------------|
| Scottish National 4 (SCQF level 4)                 | English                               | Mathematics   | Pass                     |
|  |                                       | Life Skill Mathematics                                |                          |
|  |                                       | Application of Mathematics                            |                          |
| Scottish Intermediate (SCQF level 4)               | English                               | Mathematics   | C                        |
| Scottish Standard Grade General (SCQF level 4)     | English                               | Mathematics   | 3                        |
| Scottish Core Skill Unit (SCQF level 4)            | Communication                         | Numeracy  | Pass                     |
| Scottish Workplace Core Skills Unit (SCQF level 4) | Communication                         | Numeracy  | Pass                     |
| Scottish National Unit (SCQF Level 4)              | Literacy                              | Numeracy  | Pass                     |
| Essential Skills (Wales) Level 1                   | Communication Skills<br>Communication | Application of Number Skills<br>Application of Number | Pass                     |



Level 3 Apprenticeship

Acceptable current and prior equivalent qualifications for English and maths minimum requirements in level 3 apprenticeships.

\* Regulated by Ofqual, CCEA and Qualifications Wales

\*\* From 2017; where 9 to 1 grading scale is used

\*\*\* Where included in Performance Tables

\*\*\*\* All English qualifications should refer only to those qualifications where English is the primary language, unless explicitly stated.

\*\*\*\*\* Awarded up to the end of July 2014

| English and maths minimum requirements                       |  |  |                                |
|--|--|--|--------------------------------|
| Qualifications   | English*****                                     | Maths  | Minimum acceptable grade       |
| GCSE*  | Any GCSE with English in the title               | Any GCSE with Mathematics in the title               | C or 4**                       |
| Functional Skills level 2                                    | English  | Mathematics  | Pass                           |
| Other acceptable current and prior equivalent qualifications |  |  |                                |
| Qualifications   | English*****                                     | Maths  | Minimum acceptable grade       |
| A Level  | Any A Level with English in the title            | Any A Level with Mathematics in the title            | E or Ordinary Grade (pre 1986) |
| AS Level   | Any AS Level with English in the title           | Any AS Level with Mathematics in the title           | E                              |
| International GCSE   | Any International GCSE with English in the title | Any International GCSE with Mathematics in the title | C or 4                         |
| Level 1/2 Certificates                                       | English Language                                 | Mathematics  | C or 4                         |
|  | English Literature                               |  |                                |
| Core Maths level 3***  |  | Mathematical Studies                                 | E                              |
|  |  | Using and Applying Mathematics                       |                                |
|  |  | Quantitative Problem Solving                         |                                |
|  |  | Quantitative Reasoning                               |                                |
|  |  | Mathematics in Context                               |                                |
|  |  | Mathematics for Work and Life                        |                                |
| Pre U Certificate  | Literature in English                            | Mathematics  | P3                             |
|  |  | Further Mathematics                                  |                                |



| Qualifications   | English*****                               | Maths  | Minimum acceptable grade  |
|--|--|--|---|
| IBO Middle Years Programme level 1/ 2 Certificate                      | Language and Literature                    | Mathematics  | 3   |
|  |  | Extended Mathematics   |   |
| International Baccalaureate Diploma                                    | Standard or Higher level qualification in: | Standard or Higher level qualification in:   | 3   |
|  | English A: Literature                      | Mathematical Studies   |   |
|  | English A: Language and Literature         | Mathematics  |   |
|  | Or English Literature and Performance      | Further Mathematics  |   |
|  |  | Mathematics: applications and interpretation<br>Mathematics: analysis and approaches |   |
| Free-Standing Mathematics level 2                                      |  | Foundations of Advanced Mathematics  | C   |
| British Sign Language**** Level 2                                      | British Sign Language                      |  | Pass  |
| O Level  | English language                           | Mathematics  | C (pre 1975 Pass)   |
|  | English literature                         |  |   |
| CSE  | English                                    | Mathematics  | 1   |
| Key Skills Level 2 (qualification or units)                            | Communication (Literacy)                   | Application of Number (Numeracy)   | Pass  |
| Basic Skills Certificates Level 2                                      | Certificate in Adult Literacy              | Certificate in Adult Numeracy  | Pass  |
| Access to Higher Education Diploma*****                                | English units                              | Maths units  | Minimum of 12 credits for English and 12 credits for maths at level 2 |
| International Certificate of Christian Education (General or Advanced) | English                                    | Mathematics  | E   |

**Northern Ireland, Scotland and Wales acceptable current and prior equivalent qualifications**

| Qualifications                                    | English*****    | Maths                 | Minimum acceptable grade |
|---|-----------------|-----------------------|--------------------------|
| Essential Skills (Northern Ireland) level 2       | Communication   | Application of Number | Pass                     |
| Scottish Advanced Higher (SCQF level 7)           | English         | Mathematics           | C                        |
| Scottish Higher (SCQF level 6)                    | English         | Mathematics           | C                        |
| Scottish National Certificate Unit (SCQF level 6) | Communication 4 |                       | Pass                     |



| Qualifications                                     | English*****                          | Maths   | Minimum acceptable grade |
|--|---------------------------------------|---|--------------------------|
| Scottish Ordinary Grade (SCQF level 5)             | English                               | Mathematics   | C or 3                   |
| Scottish National 5 (SCQF level 5)                 | English                               | Mathematics   | C                        |
|  |                                       | Life Skills Mathematics                               |                          |
|  |                                       | Application of Mathematics                            |                          |
| Scottish Intermediate 2 (SCQF level 5)             | English                               | Mathematics   | C                        |
| Scottish Standard Grade Credit (SCQF level 5)      | English                               | Mathematics   | 2                        |
| Scottish Core Skill Unit (SCQF level 5)            | Communication                         | Numeracy  | Pass                     |
| Scottish Workplace Core Skills Unit (SCQF level 5) | Communication                         | Numeracy  | Pass                     |
| Scottish National Unit (SCQF Level 5)              | Literacy                              | Numeracy  | Pass                     |
| Essential Skills (Wales) Level 2                   | Communication Skills<br>Communication | Application of Number Skills<br>Application of Number | Pass                     |



### English and maths qualifications at higher levels

English and mathematics qualifications at a higher level (e.g. level four and above) will be acceptable. For Scotland this would be an English or Mathematics qualification at SCQF level 7 and above (e.g. Advanced Higher).

### Overseas qualifications

If the apprentice holds an overseas English and/or maths qualification they are required to establish that the qualification is equivalent to GCSE A\* to C (4 to 9). This is determined through using the UK's national agency responsible for providing information and opinion on academic, vocational and professional qualifications from across the world, the [National Academic Recognition Information Centre](#) (UK NARIC).

### Process for claiming prior attainment

Apprentices who have previously achieved their English and/ or Mathematics as specified above, must submit their evidence to Achieve+Partners via ROGO. This can be throughout the apprenticeship programme or at point of submitting Gateway evidence for EPA. Evidence will be checked, validated and authenticated by Achieve+Partners contacting the issuing awarding organisation.

### How Achieve+Partners will deal with claims

Achieve+Partners will review evidence submitted within 5 working days of receipt and confirm or reject evidence based on this policy. If Achieve+Partners is unable to respond within 5 working days, we will provide the person/organisation submitting the evidence with an estimated response date.

### Storage of information

All information collected regarding gateway evidence submitted will be stored securely on ROGO. This information will be stored against the apprentice. This information will only be made available to relevant persons.

## 1.6 Responsibilities

### Directors (Senior Officers)

The Senior Management Team will monitor gateway and EPA progress via the reports available through ROGO.



### Operations Director

Is responsible for checking evidence submitted against the individual gateway requirements for each apprentice and either approving or rejecting this.

Achieve and Partners is not responsible for checking that all elements of the apprenticeship have been achieved only the gateway evidence as stipulated in the apprenticeship standard assessment plan. It is the responsibility of the training provider and employer to declare that the necessary learning has taken place and that the apprentice is ready for EPA.

### Employers/Providers

Customers have a responsibility under this policy to submit the appropriate evidence for each apprentice in line with this policy and declare that the apprentice is consistently working at or above the level set out in the occupational standard i.e., they have achieved occupational competence.



## SECTION 2: PROCEDURE

This section of the policy sets out the procedural steps taken to submit, review and approve gateway evidence.

| Ref                    | Step   | Owner               | CCP |
|------------------------|--|---------------------|-----|
| <b>Submission</b>      |  |                     |     |
| 1                      | Provider/employer uploads relevant gateway evidence to ROGO against the apprentices' record  | Provider/ employer  |     |
| 2                      | Gateway submitted to Achieve+Partners via ROGO once the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard, that is to say they are deemed to have achieved occupational competence. | Provider/ employer  | X   |
| <b>Evidence review</b> |  |                     |     |
| 3                      | Achieve+Partners reviews evidence against gateway requirements and either approves or returns, if approved move to step 4, if declined return to step 1  | Operations Director |     |
| 4                      | Apprentice enters gateway period.  | Provider/ employer  |     |
| <b>Monitoring</b>      |  |                     |     |
| 5                      | The Senior Management Team will monitor gateway and EPA progress via the reports available through ROGO  | Operations Director |     |