Is the apprentice End-Point Assessment ready?

As you reach the end of the programme of training, you will start to get a sense that the apprentice is ready for their end-point assessment. Before putting your apprentice forward for their assessment, work with the training provider to answer these four questions:

| **Question** | **Explanation** | **Done?** | **Your comments** |
| --- | --- | --- | --- |
| **Is there sufficient EVIDENCE that the apprentice is ready?** | Is there a body of work you can reference that shows that the apprentice has consistently been working towards the standard and is familiar and comfortable with the assessment methods used at the end-point? |  |  |
| **Does that evidence show ACHIEVEMENT of the ELEMENTS?** | Are you confident that there is evidence the apprentice has gained each knowledge, skill and behavioural element expected of them that could be assessed at the end-point? |  |  |
| **Is there a certainty that ACHIEVEMENT is at the LEVEL required?** | Do you and the training provider both feel that there isn’t just evidence the apprentice is ready, but that the apprentice can work in that occupation, at that level? (It’s important apprentices aren’t just being “trained to the test”). |  |  |
| **Do you consider the apprentice to be COMPETENT?** | Once you are certain the above questions have been met – you should feel confident that the apprentice is competent and able to undertake the various assessment methods used during the end-point assessment. |  |  |

If you are satisfied your apprentice has met the requirements for gateway you will then be required to produce a letter that confirms you believe the apprentice is competent. The End-Point Assessment Organisation will then ensure the gateway requirements have been met, before opening the door to the end-point assessment.