

Document title	EPAO Gateway Considerations Document
Document category	Information document
Version number	1.0
Status	Approved
Reason for development	To provide Awarding UK Customers with information circumstances which may affect progress through Gateway and EPA
Scope	Applicable to Awarding UK Customers and Learners
Author / developer	EPAO Assurance and Delivery Officer
Owner	EPAO Manager
Authorised by	BGU Senate
Date authorised	11 th December 2019
Effective from	11 th December 2019
Review due	December 2020
Document location	University website, SharePoint
Document dissemination / communications plan	Published on BGU EPAO website
Document control	All printed versions of this document are classified as uncontrolled. A controlled version is available from the EPAO SharePoint.

EPAO Gateway Considerations Document

1. Purpose of this document

Awarding UK is the end-point assessment service based within Bishop Grosseteste University (BGU).

This document provides Awarding UK Customers and Learners with information regarding scenarios whereby progress through Gateway and end-point assessment (EPA) may be delayed or prevented.

2. Maternity / Paternity / Shared Parental / Adoption leave

At the point of Gateway, a Learner must be available for an 8 week period, to allow sufficient time to complete the EPA, including a time allowance for any re-sits or re-takes if required. A Learner must therefore be at least 8 weeks before the start of any planned maternity, paternity, shared parental or adoption leave at the point of Gateway.

Usually, if a Learner is less than 8 weeks from the start of their parental leave, they will not be permitted to pass through the Gateway and progress to EPA. Exceptions to this will be considered after discussion with the Employer and Training Provider, and will be dependent on whether or not the EPA can reasonably take place in the time available, including an allowed period for re-sits or re-takes if required.

If a Learner has progressed through Gateway, and their parental leave has to unexpectedly begin during the EPA period (for example, early delivery of their baby), Awarding UK, in agreement with the Training Provider, may pause the EPA process for up to 15 months, to allow completion of all parental leave, and a return to work period. Return to work must include new preparation for EPA, including undertaking mock assessments. Alternatively, a Learner may use their Keep In Touch Days for completion of assessment, but this must not take place in the first 2 weeks after the birth. Awarding UK will also consider Reasonable Adjustments and/or Special Considerations in these circumstances, in accordance with the Reasonable Adjustments and Special Considerations policy.

3. Change of Employer - Same Sector

End-point assessment can still take place for a Learner who has moved Employer within the same industry/sector. It is the Training Providers responsibility before the Gateway meeting, to ensure the new Employer is aware of the EPA requirements and they are happy to support the Learner. It is also the Training Provider's responsibility to ensure the details are updated and correct on ACE360. The new Employer will need to confirm that the Learner is occupationally competent and ready for Gateway.

4. Change of Employer - Different Sector

End-point assessment may still take place in some circumstances. If the change of Employer occurs early into the apprenticeship, the Training Provider may be able to transfer the Learner to a different standard. It is the Training Provider's responsibility to update the Learner's registration in ACE360 accordingly. This may result in Awarding UK withdrawing the Learner due to end-point assessment not being offered by Awarding UK for the standard they have transferred to.

If the change of Employer occurs towards the end of the apprenticeship, it may still be possible, with the agreement of the previous Employer, to conduct the assessments for the current standard they are completing. The Employer must be happy for this arrangement to take place and take into consideration all of the assessment methods required for the end-point assessment, especially where a practical observation is required. It is the Training Provider's responsibility to have arrangements in place, where agreed with the Employer before Gateway.

5. Change of job role/change of site –Same Employer

It may be advisable, if the change in job role is early into the Learner's apprenticeship, that they transfer to a different standard or specialism route. However, if this occurs towards the end of the apprenticeship consideration needs to be given to the end-point assessment.

The Training Provider and Employer need to ensure the Learner can still cover the required criteria for the standard they are completing, especially if a practical observation is required. The Learner may therefore be required to carry out the previous job role and/or move back to the previous site to complete the necessary assessment. This must be with the agreement of the Employer and it is the Learner and Training Provider's responsibility to ensure they can suitably accommodate this.

6. Leaving the Employer

At the point of Gateway, a Learner must be available for an 8 week period, to allow sufficient time to complete the EPA, including a time allowance for any re-sits or re-takes if required. A Learner therefore must not be working a notice period at the point of Gateway. A Learner whose status is currently unemployed will not be allowed to progress through Gateway to EPA.

The previous Employer may be happy to support EPA, however, it is the Learner and Training Provider's responsibility to ensure they can suitably accommodate this and agree provisional dates of when the assessments can take place and have them available for the planning meeting. It is expected that this will not be normal practice and therefore will be reviewed on a case by case basis.

Once the Learner has secured new employment, Gateway can commence as per the details in sections 3 and/or 4.

7. Dismissal

End-point assessment cannot take place for a Learner who has been dismissed from their Employer. There are no exceptions to this rule.

8. Redundancy

End-point assessment can take place where a Learner has been made redundant. In exceptional circumstances, the Training Provider can act as proxy. Redundancy is the only exception where a Learner does not have an employer and will be reviewed on a case by case basis.

9. Illness

Should a Learner become ill and be required to take long-term sick leave following Gateway, Awarding UK, in agreement with the Training Provider, may pause the EPA process for up to 3 months and/or in line with the statement of fitness for work (sick note). Awarding UK will also consider Reasonable Adjustments and/or Special Considerations in these circumstances, in accordance with the Reasonable Adjustments and Special Considerations policy.

It is to be expected that a Learner may have completed one or more of the required elements of EPA before taking sick leave and in these circumstances, Awarding UK will hold all results on the Learners record in ACE360. Dependent upon the length of time the Learner has had away from the workplace, it might be reasonable to require a period of return to learning before re-entering EPA.

10. Enquiries

The scenarios in this document are not exhaustive and Awarding UK therefore encourages all Customers to contact us to discuss individual requirements.

Telephone: 01522 563839

Email: enquiries@awardinguk.com