

Issue 2

Level 7 Senior People Professional End-point Assessment (EPA)

Gateway Submission





# Confirmation of occupational competence

This template is designed to be used in preparation for the gateway discussion between the apprentice, employer and training provider. It is important that all parts of this template are completed and all parties are 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.

|  |  |
| --- | --- |
| **Name** |  |
| **ULN** |  |
| **Employer** |  |
| **Training provider** |  |
| **Option (select one)** | HR/OD/L&D |

We confirm that the apprentice is deemed to be occupationally competent and that they are ready for end-point assessment.

We confirm that the apprentice has scoped a project that meets a business need and has senior leader/board-level commitment to review and sign off as part of the end-point assessment.

We consent for CIPD to apply for the Apprenticeship Certificate on successful completion of the EPA.

|  |  |
| --- | --- |
| **Apprentice signature** |  |

|  |  |
| --- | --- |
| **Employer name** |  |
| **Job title** |  |
| **Employer signature** |  |

We agree that the apprentice’s submissions and recordings of the assessments may be used for training and quality assurance purposes.

Yes/No (delete as appropriate)

We agree that the apprentice’s submissions may be used as guidance to support other apprentices.

Yes/No (delete as appropriate)

# Checklist

Please review this checklist and confirm that the necessary evidence has been provided for each part.

|  |  |  |
| --- | --- | --- |
| **Gateway requirement** | **Evidence** | **Completed** |
| **Achievement of English and Mathematics at Level 2 (or above)** | Qualification certificates | Yes/No |
| **Apprentice has been on-programme for a minimum of 372 days** | Confirmation of enrolment date | Yes/No |
| **Portfolio of evidence is complete and ready to submit** | Complete portfolio | Yes/No |
| **Project proposal scope is complete and ready to submit** | Complete project proposal scope | Yes/No |

Please upload this document to SmartEPA (SEPA) as part of the gateway evidence.

CIPD will review the project scope and the rest of the gateway evidence and will sign off or reject gateway within seven working days.

If gateway is rejected, you will receive an email explaining the reasons. You may resubmit at any point.

# Project scope

|  |
| --- |
| **Project title** |
| Insert project title. |
| **What business need will your project address?** |
| Explain the business need that you will address. |
| **Project overview** |
| Briefly outline the scope of your project:   * Explain what is in scope and what is out of scope. * Explain what research/information-gathering you will do. * Explain your initial ideas and proposed implementation. |