

# Apprenticeship checklist for providers



## Gateway and End-point Assessment (EPA)



<b>Manage Gateway</b>	<ul style="list-style-type: none"><li>• It is important that you manage the meeting with your apprentice and their employer and also any issues e.g., if your apprentice is not ready for their EPA or evidence is missing.</li></ul>
<b>ACE360</b>	<ul style="list-style-type: none"><li>• <b>Transfer Gateway evidence onto ACE360</b> - check declaration form for each standard.</li><li>• <b>Approve Gateway on ACE360</b> – your Pearson Independent End Point Assessor (IEA) will review Gateway documents and approve or reject within 3 working days.</li><li>• <b>Make EPA booking within ACE360</b> - once apprentice status is 'Approved for EPA'.</li></ul>
<b>Set up and requirements on the day</b>	<ul style="list-style-type: none"><li>• Identify key personnel involved on the day.</li><li>• Ensure resources and environments are appropriate for each EPA component including on-screen tests.</li></ul>
<b>Schedule EPA</b>	<ul style="list-style-type: none"><li>• Book your planning discussion with your Pearson IEA.</li></ul>
<b>Evidence</b>	<ul style="list-style-type: none"><li>• Manage submission of evidence and declaration forms – at least 5 days before EPA.</li></ul>
<b>On-screen tests</b>	<ul style="list-style-type: none"><li>• On-screen tests can be booked once Gateway has been approved and ACE360 shows apprentice as EPA ready.</li></ul>
<b>Results</b>	<ul style="list-style-type: none"><li>• Results will be available on ACE360 5 days after final EPA component completed</li><li>• Resits can be requested via ACE360.</li></ul>

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