**RECAO EPA Supporting Document**

**Appendix 4:**

**Gateway Readiness Declaration**

**Level 3 Recruiter Standard ST1421**

Document Reference Table

|  |  |  |  |
| --- | --- | --- | --- |
| **Document Reference:** | | | EPAOPol\_App4\_SC\_0125 |
| **Apprenticeship Standard:** | | | Recruiter ST1421 v1.0 January 2025 |
| **Document Title:** | | | Gateway Readiness Declaration |
| **Date of Issue:** | | | 15/01/2025 |
| **Version:** | | | 1 |
| **Date of Next Review:** | | | January 2026 |
| **Document Owner:** | | | RECAO Responsible Officer |
| **Contact:** | | | [centres@rec.uk.com](mailto:centres@rec.uk.com) |
| **Address** | | | RECAO, 20 Queen Elizabeth Street, SE1 2LS |
| **Associated Conditions:** | | |  |
| **Policy is for the use of:** | | | Current and prospective REC EPA Centres, Centre Staff, Apprentices, Employers and AO Staff. |
| **Associated Policies:** | | |  |
|  | | |  |
| **Date** | **Owner** | **Section** | **Amendment** |
| **07/2025** | SC | All | New Document |
|  |  |  |  |
|  |  |  |  |

**Appendix 4: Gateway Readiness Declaration**

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| --- | --- | --- |
| Apprentice and Employer have been advised of the importance of the End-Point Assessment | |  |
| If a resit is required does the apprentice still have the job open for the timeframe | |  |
| Apprentice has passed and has evidence of:   * Level 2 English |  |  |
| * Level 2 Maths |  |
| Apprentice has:   * Compiled a portfolio of 15 pieces of evidence |  |
| * Completed the portfolio of evidence mapping document |  |
| * Evidence of 20% off the job training |  |
| Apprentice has had a minimum of 12 months on programme | |  |
| Apprentice has been prepped for the End-Point Assessment | |  |
| The apprentice is competent in the role and therefore ready to do the EPA-meet the skills, knowledge and behaviours in the standards | |  |
| The apprentice has been informed that their details will be stored by RECAO for purposes of EPA, and given a copy of the Privacy Policy | |  |
| Employer/Training provider has gained correct parental consent for this apprentice (in under 19) | |  |
| Apprentice gives their consent for their assessments to be recorded in a written/video/audio format | |  |
| Apprentice is aware and gives consent that their assessment materials (after being made anonymous) may be used to aid training and standardisation | |  |
| The apprentice has given their permission for RECAO to apply for ESFA for certification when they have successfully achieved the EPA of their apprenticeship. | |  |
| The apprentice is able to provide suitable photographic proof of their identity – ‘Proof of ID Policy’ (<https://www.rec.uk.com/about-the-rec/awarding-organisation/information-centres>). | |  |
| Does the apprentice have any requirements for reasonable adjustments or special considerations?  (Proof of evidence required – see RECAO ‘Reasonable adjustments policy’ and ‘Special considerations Policy’ (<https://www.rec.uk.com/about-the-rec/awarding-organisation/information-centres>). | |  |

**Confirm contact details to arrange EPA planning meeting of below:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer name:** | **Signed** | **Date** | **Tel/email** |
|  |  |  |  |
| **Apprentice name:** | **Signed** | **Date** | **Tel/email** |
|  |  |  |  |
| **Training provider:** | **Signed** | **Date** | **Tel/email** |
|  |  |  |  |

**Please return the above completed form to** [**epa@rec.uk.com**](mailto:epa@rec.uk.com)