

## End-point Assessment Gateway Evidence Policy

This policy sets out FDQ's requirements for mandated qualification evidence at gateway.

### Evidence requirements

A key part of a learner passing through gateway and onto EPA is the upload of evidence to FDQAwards. This document outlines the requirements for documents that are uploaded as evidence of achievement for mandated qualifications within an apprenticeship standard.

Before learners are permitted to take their End-point Assessment, all Level 2 standards mandate that the learners must have achieved at least Level 1 English and Mathematics and must have attempted Level 2 English and Mathematics. Level 3 standards mandate that Level 2 English and Mathematics must be achieved. The tables below outline acceptable and equivalent qualifications for English and Mathematics requirements for Level 2 and Level 3.

Where a standard contains additional mandated qualification(s), evidence of achievement of these must also be uploaded to FDQAwards before a learner can pass through the apprenticeship EPA gateway.

### Record keeping

For audit purposes, centres must retain a record to prove they have seen and checked evidence that the apprentice has achieved the English and mathematics and that all other gateway requirements have been met.

The Education and Skills Funding Agency (ESFA) requires EPA centres to retain information about the EPAs undertaken and payment received for six years after the activity took place. This is for audit purposes and in case centres need to respond to any complaints or appeals from apprentices. This information should include details of what assessments were undertaken, against which versions of the standard and assessment plan, when and by whom, along with assessment outcomes and evidence of the internal quality assurance of those assessments.

Acceptable current and prior equivalent qualifications for English and Mathematics minimum requirements in level 2 and level 3 apprenticeship standards can be found by following the link below:

[English and maths requirements in apprenticeship standards at level 2 and above - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/english-and-maths-requirements-in-apprenticeship-standards-at-level-2-and-above)

### English and Mathematics qualifications at higher levels

English and Mathematics qualifications at a higher level (e.g. level four and above) will be acceptable. For Scotland this would be an English or Mathematics qualification at SCQF level 7 and above (e.g. Advanced Higher)

### For overseas qualifications

Overseas qualifications will be acceptable where there is clear evidence, from NARIC (via a certificate/statement of comparability) that the qualification is an equivalent level to the minimum requirements for English and Mathematics **and there is additional comparison information that confirm the qualification is an equivalent of GCSE English and/or Mathematics (A\* to C).**

[Further information can be found on the NARIC website.](#)

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### Mandatory qualifications

Where an apprenticeship standard requires completion of a mandatory qualification the qualification must be regulated by Ofqual, CCEA, Qualifications Wales or Scottish Qualifications Authority or equivalent.

### Acceptable types of evidence:

In order for a learner to successfully pass through gateway, evidence of achievement of all mandated aspects of the apprenticeship must be uploaded onto FDQAwards. The table below gives guidance on the types of evidence that are deemed to be acceptable. If the type of evidence being uploaded is not named in the table below, please contact FDQ who will advise if the evidence can be accepted or not



Personal Learning Record (PLR)	Statements of results
Screenshots of certificates from other Awarding Organisation portals (e.g. City and Guilds Walled Garden)	Provisional recognition of achievement letters
Copies of PDF certificates from FDQAwards	Results on school headed paper
Good quality scanned copies of certificates	

Please always ensure that the qualification name, learner name and grade achieved are **clearly visible** on the evidence that is uploaded to FDQAwards otherwise it will not be accepted as a suitable piece of evidence.