

Issue 1

Level 5 People Professional

End-point Assessment (EPA)

Gateway submission

A person with curly hair and glasses looking at a computer screen

Description automatically generated



# 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** |  |

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 will complete a piece of work that they have researched, developed and/or delivered on programme.

We consent for the 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 12 months** | Confirmation of enrolment date | Yes/No |
| **Portfolio of evidence is complete and ready to submit** | Complete portfolio | Yes/No |
| **Presentation brief is complete and ready to submit** | Complete a 500 words presentation brief | Yes/No |
| **All units but 5CO03 approved in \*ROGO for Level 5 Diploma in People Management** | ROGO screenshot | Yes/No |

\* This is the moderation platform that the CIPD uses for its qualifications.

Please upload these documents to SmartEPA (SEPA) as part of the gateway evidence.

The 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.

# Presentation brief

Please refer to the recommendations and guidance provided in the ‘Guidance for the Presentation and Questioning’ document when deciding how to approach your presentation. This will give you the best opportunity to provide evidence for all the grading descriptors assessed in this assessment method.

|  |
| --- |
| **Presentation topic** |
| Insert presentation topic. |
| **How is this topic relevant to your role and organisation** |
| Explain the relevance to your role and organisation. |
| **Presentation overview** |
| Outline the scope of your piece of work:   * Explain what your piece of work is about. * Explain how you planned this piece of work, including project management techniques. * What internal and external data sources did you gather and use? * What problem-solving or decision-making techniques did you use on the piece of work? |