

Speeding up the Gateway process – learning from common errors

We want to support your learners to successfully pass through Gateway in an efficient and timely manner and therefore wanted to share some common errors to help you get your submissions right first time.



Portfolio does not meet the requirements set out within EPA Plus guidance and/or the assessment plan



Evidence Tracker is missing



Evidence submitted including notes, mapping, feedback or assessment decisions from on-programme assessment may be rejected



Evidence of legal name change of apprentice is missing, where certificates are submitted with a different name to the one the apprentice is registered with on SEPA



Evidence of Functional Skills is not acceptable or has missing components



International Qualifications are submitted with Ecctis (formerly NARIC) statement, but the original certificate is not included in the evidence



Evidence does not include apprentice name and date



No 'Wet' signature or missing email trail to validate digital signature on the Gateway Declaration or other key document



Covid-19 observation dispensations reflective accounts – not including all expert witness details such as job title and highest qualifications held.

Talk to us

Get in touch to find out more.

Visit: ncfe.org.uk/epa **Call:** 0191 240 8950

Email: epa@ncfe.org.uk