

Apprenticeship Gateway Review Form

Salt Training Limited | 2026 Version

Apprentice Details

- **Name:**
- **ULN:**
- **Employer:**
- **Review Date:**

Gateway Requirements

1. English & Maths

- English and maths requirements met in line with apprenticeship funding rules
- **Comments:**

2. Portfolio of Evidence

- Portfolio completed and meets standard requirements
- Portfolio reviewed and approved by Training Provider
- Portfolio of evidence meets all Knowledge, Skills, and Behaviours (KSBs) for the standard
- All Knowledge, Skills, and Behaviours (KSBs) evidenced within learner's E-portfolio
- **Comments:**

3. Mandatory Training & Qualifications

- All mandatory training completed (list below)
- Certificates attached
- **Comments:**

4. Training Provider Declaration

- The training provider confirms that all KSBs have been evidenced and believes the learner is competent and ready for EPA
- The provider confirms the apprentice meets all gateway requirements in the assessment plan and funding rules.
- **Provider Comments:**

5. Employer Endorsement

- Employer confirms apprentice is occupationally competent and ready for EPA
- Employer confirms all KSBs have been evidenced in the E-portfolio
- Employer confirms apprentice is working in the occupation aligned to the standard
- **Employer Comments:**

6. Gateway Meeting

- Gateway meeting held with apprentice, employer, and provider
- **Date:**
- **Attendees:**
- **Actions/Comments:**

7. Off the Job confirmation

- Minimum off-the-job training hours for the standard have been met
- OTJ hours evidenced and reconciled to training records
- OTJ calculation reviewed and confirmed compliant

8. Duration Compliance Check

- Minimum practical period completed in line with funding rules
- All planned off-the-job hours completed prior to gateway

9. Readiness Declaration

- Apprentice is ready for End-Point Assessment (EPA)
- All evidence uploaded to EPAO portal

10. Employer Declaration

- Apprenticeship Employer confirms that the learner will be employed throughout the gateway period

Signatures

- **Apprentice:** _____ **Date:** _____
- **Employer:** _____ **Date:** _____
- **Provider:** _____ **Date:** _____

