## Gateway and End-point Assessment (EPA) Booking Request Form

Before an End-point Assessment can be booked the apprentice must pass Gateway. This form must be completed to request a Gateway check and to provisionally book the End-point Assessment.

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| **Part 1 – Training provider to complete** | | | | | | | | |
| Training Provider: |  | | | | | | | |
| Contact details: | Name | |  | | | | | |
| Email address | |  | | | | | |
| Phone number | |  | | | | | |
| Standard – Pathway: |  | | | | | | | |
| Name of apprentices  *(please indicate resits)* | 1. |  | | | | | | |
| 2. |  | | | | | | |
| 3. |  | | | | | | |
| 4. |  | | | | | | |
| 5. |  | | | | | | |
| 6. |  | | | | | | |
| 7. |  | | | | | | |
| 8. |  | | | | | | |
| Requested EPA date: |  | | | | | | | |
| EPA start time: |  | | | | | | | |
| Name of contact at EPA location if different from above contact |  | | | | | | | |
| EPA location address: |  | | | | | | | |
| Training provider salon/Employer salon | | | | | | | |
| Any special instructions for the EPA location: |  | | | | | | | |
| Name of Exam Assistant and role employed by centre: |  | | | | | | | |
| Is parking available? | Yes  No | | | If yes, where? | |  | | |
| **Part 2 – For office use only pre EPA date** | | | | | | | | |
| Apprenticeship Assessor assigned: |  | | | | | | | |
| Gateway checked: |  | | | | Confirmed in SEPA: | | |  |
| Proceed with booking: | Yes | | | | | | No | |

|  |  |  |
| --- | --- | --- |
| **Part 3 – For office use only post EPA date** | | |
| EPA cancelled: | Yes | No |
| Within 10 working  days of EPA? | Yes | No |
| If yes, reason for cancellation: |  | |
| EPA occurred: | Yes | No |
| If yes, date of EPA: |  | |
| Signed by EPA  Co-ordinator |  | |
| Date: |  | |
| **Notes:** | | |
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Document amendment history page

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| --- | --- | --- | --- | --- |
| **Version** | **Document Owner** | **Issue Date** | **Changes** | **Role** |
| v1 | Quality | 19/07/2019 | First published | Quality Lead - Apprenticeships |
| v2 | Quality | 24/10/2019 | Restructured to ensure information requested is correct | Qualifications and Regulation  Co-ordinator |
| v3 | Quality | 11/03/2021 | Review | Assessment Lead (Hairdressing & Barbering) |
| v3.1 | Quality | 30/03/2021 | Formatting and branding | Qualification Administrator |
| v3.1 | Quality | 31/03/2021 | Sign-off | Quality Lead - Apprenticeships |
| v4 | Quality | 01/04/2021 | Full version published | Qualification Administrator |

Document Review

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| **Role** | **Review Status** |
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Document Owner

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| **Document Owner** | **Document shared with** |
| Quality |  |

Document Sign-off

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| **Role** | **Sign-off Date** |
| Quality Lead | 31/03/2021 |