



# 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. So, we wanted to share some common errors to help you get your submissions right first time.



**Portfolio:** make sure your apprentice has read the assessment plan, 'single piece of evidence' and 'spec and guidance' documents to have a clear understanding of what needs to be submitted. Often portfolios are submitted that do not meet the requirements set out within our guidance and/or the assessment plan.



**Evidence Tracker** is missing or incomplete.



**'Clean' Evidence:** evidence submitted which includes notes, mapping, feedback or assessment decisions from on-programme assessment may be rejected.



**Evidence of legal name change:** if any mandatory certificate, required for EPA, is submitted with a different name to the one the apprentice is registered with, then proof of name change must be provided e.g. a marriage certificate.



**Evidence of Functional Skills** is not acceptable or has missing components: the certificate submitted is not one approved by ESFA as a Functional Skills proxy, or part of the English certification is missing, e.g. speaking and listening.



**International qualifications are submitted without Ecctis (formerly NARIC) statement.**



**International certificates are submitted with a 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.

## Talk to us



Get in touch to find out more.

**Visit:** [ncfe.org.uk](https://ncfe.org.uk)

**Call:** 0191 240 8950

**Email:** [epa@ncfe.org.uk](mailto:epa@ncfe.org.uk)