

LEVEL 5 GATEWAY REVIEW

AGENDA



1 AHEAD OF THE MEETING, PLEASE UPLOAD THE FOLLOWING TO THE 'GATEWAY REVIEW' COMPONENT:

- A zipped portfolio of evidence and matrix
- A 500-word Project Proposal Brief

During the meeting, your line manager will be asked to confirm that the evidence provided is yours and that the Project Brief has true business value. You may wish to share your portfolio content and your final Project Proposal Brief with your line manager prior to the Gateway meeting so they can review this ahead of time.

2 USING THE BULLET POINTS BELOW AS A GUIDE, PREPARE TO GIVE A SHORT STATEMENT (AROUND 10/15 MINUTES) REFLECTING ON YOUR LEARNING JOURNEY AND OUTLINING KEY LESSONS LEARNT THROUGHOUT THE PROGRAMME.

- What were the highlights? Is there anything you would have done differently?
- What theories and tools have you found most useful? How have you implemented and tried these while working through each module?
- How have the programme events contributed to your personal development?

3 LASTLY, YOU WILL BE ASKED TO CONFIRM THAT YOU ARE READY TO COMPLETE THE PROGRAMME AND GO THROUGH TO YOUR END POINT ASSESSMENT.

The meeting will be recorded, and the link will be shared with the End Point Assessor shortly after your Gateway review meeting, along with your portfolio and Functional Skills certificate(s).

The End Point Assessor will usually contact you directly within a week of your Gateway meeting to arrange an EPA planning meeting with you.

POINTS TO NOTE:

- Your final certificate will be sent to your work address, for attention of your line manager. Please double check all work details on Aptem are correct.
- Once you have completed your EPA and received your grade, you will no longer have access to your Aptem account, so do make sure you download everything you would like to keep before your assessment.

