



Employer guide: How to action the Level 4 Gateway sign-off

The 'Gateway' is the point at which the employer, with the support of their training provider, confirms that the apprenticeship student is ready to sit the Level 4 Accounting Technician end-point assessment.

ESFA regulations state that before an apprenticeship student can sit their end-point assessment, ICAEW is required to obtain a Gateway sign-off. In addition to confirming that the student is ready to sit the end-point assessment, the employer must confirm that their student has completed a minimum of 12 months on the apprenticeship, and achieved GCSE Maths and English at grades A*-C (or equivalent).

For the Level 4 Accounting Technician Apprenticeship, the employer is required to provide the Gateway sign-off, only then can a student make an application for the end-point assessment. Once the employer has provided the Gateway sign-off, the student can log in to their ICAEW training file and apply for their end-point assessment.

To provide the Gateway sign-off, **the employer should log in to their student's ICAEW online training file.**

Student list
View reports
Apprentice Gateway Signoff

Apprentice Level list
Level 4

Filter list
All Offices
All Types
Search by name or number

Displaying all students from all offices
Showing 24 of 24 students

Sign off	Student name ▼	Student number	Type	Office/Code	Start date ▼	Trailblazer status
<input type="checkbox"/>			ACA TBZ L4	LONDON /	15 Jan 2019	Open
<input type="checkbox"/>			CFAB TBZ L4	LONDON /	15 Jan 2019	Open

1. Once logged in, the employer will be presented with a list of students who they have been authorised to sign-off. If the employer has more than one student and they are in different offices, they can filter by office.
2. To provide the Gateway sign-off, place a tick in the box against the relevant student(s), within the 'Sign off' column, and click Confirm.

Please note: each student will need to have attempted or received credit for prior learning for each of the six ACA Certificate Level or ICAEW CFAB exams before they progress to the end-point assessment.

You have selected **1** student(s) for **Level 4** Gateway Signoff.

L4 - Gateway Signoff

Once the Gateway Signoff has been completed, the student(s) will be able to apply for their end point assessments.

Please confirm that the indicated student(s) have met these conditions:

- ☐ Yes ☐ No - I confirm these Apprentice(s) have achieved GCSE Maths & English grade A* - C (Level 2) or equivalent.
- ☐ Yes ☐ No - I confirm these Apprentice(s) have completed a minimum of 12 months of their Level 4 Apprenticeship.
- ☐ Yes ☐ No - I confirm these Apprentice(s) have achieved the necessary knowledge, skills & behaviours set out in the standard.

If any of the indicated student(s) do not meet these conditions, please select the Cancel button and then deselect the student(s).

Sign off by: **Joanne** | 17 January 2019

Sign off

Cancel

3. The employer will need to review each question and ensure that the student(s) selected, on the previous page, have met the requirements set out, by providing a yes or no for each answer. Once each question has a response, the employer can click on Sign off.

4. Once the sign-off has been submitted, each student will receive a message at the top of their training log and an email confirming the Gateway has been signed off. They can now book the end-point assessment.

Please note: If there are employees in your organisation who require access to sign off their student's Gateway, they will need to be authorised by us, to be able to do so. This can take up to 10 working days to set up. The required forms are available on our [website](#). A student's qualified person responsible for training (QPRT), person responsible for training (PRT) and Counsellor will already be authorised to sign-off the Gateway and ICAEW training records.

Contact us

If you have a question, our dedicated student support team are here to help. Call +44 (0)1908 248 250 or email studentsupport@icaew.com

Alternatively, if you are browsing our [website](#), look out for the live help boxes. You will be able to speak directly to an adviser.