



# *Level 7 Accountancy Professional Apprenticeship: Gateway sign-off*

## WHAT IS THE 'GATEWAY'?

The Gateway is the point at which the employer, with the support of their tuition provider, determines whether an apprentice is ready to sit the end-point assessment.

At this point, employers will be asked to confirm that their students have:

- completed a minimum of 1 year and 1 day on the apprenticeship programme
- met the 20% off the job requirement
- attained or demonstrated the required level in Mathematics and English with evidence of this being provided
- demonstrated the achievement of the necessary knowledge, skills and behaviours set out in the Apprenticeship Standard<sup>1</sup>.

The Education and Skills Funding Agency (ESFA) mandates that an apprentice must have passed through Gateway before they can sit the end-point assessment. The end-point assessment comprises the ACA Case Study and a Project Report.

## EMPLOYERS' RESPONSIBILITY

Employers with Level 7 apprentices are required to sign ICAEW's declaration in advance of each EPA session. The declaration will be sent by ICAEW to these employers twice a year.

This declaration confirms that employers understand that:

- they will consider, with the support of their training provider, whether their students have met the gateway criteria
- only apprentices who have met the gateway criteria can sit a form of end-point assessment. The end-point assessment is the ACA Case Study, or the ACA Case Study and the Project Report
- they will review the list of apprentices who have made an application for each upcoming Case Study exam session. This list is available in the employers' area of the ICAEW website
- that they will ensure that ICAEW is notified if any of these apprentices are ineligible to sit the end-point assessment.

**NB** ICAEW can only withdraw students from the exam session if we are notified by the deadline stipulated on the declaration. Once withdrawn, a student's exam application cannot be reinstated for that session. If ICAEW is notified after this date, the apprentice will still be able to sit their exam, however it will not be marked.

**ICAEW will accept one declaration for a Training Office Group. If you intend to sign on behalf of a group, this must be specified on the declaration.**

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<sup>1</sup> <https://www.instituteforapprenticeships.org/apprenticeship-standards/accountancy-taxation-professional/>

Note that any withdrawals after the exam booking closing date will not be eligible for a refund.

**Who can sign the declaration?**

- QPRT
- PRT
- ACA Training Manager

**Who can notify ICAEW if any apprentices need to be withdrawn from the Case Study examination?**

- QPRT
- PRT
- ACA Training Manager
- Counselling Manager

**POINT TO NOTE**

In order to register for the end-point assessment, it is essential that students register correctly as Level 7 ACA students. For further guidance on registration, please refer to [this document](#).