

Gateway access for ACCA's end-point assessments (apprenticeships)

GUIDANCE TO EMPLOYERS

Employers of apprentices must complete the following gateway access form for each apprentice, and send to apprenticeshipsupport@accaglobal.com, in order for their apprentice to be eligible to sit for the end-point assessment with ACCA.

GATEWAY ELEMENT

APPRENTICESHIP STANDARD AND START DATE

Please confirm which apprenticeship standard the apprentice is completing. ACCA provides end-point assessment for the following standards:

- Accounting Technician apprenticeship (Level 4) – EPA consists of the Technician Role Simulation exam and Portfolio and Reflective Statement
- Professional Accountant apprenticeship (Level 7) – EPA consists of the Strategic Business Leader exam and Project Report

The Apprentice is to complete the end-point assessment for the following standard

Please check box to confirm.

- ☐ ACCA Accounting Technician apprenticeship (Level 4)
- ☐ ACCA Professional Accountant apprenticeship (Level 7)

Please confirm the date the apprentice started the apprenticeship

EMPLOYER AND APPRENTICE DETAILS

Please provide the details requested

Employer contact name

Employer contact email address

Employer name

Employer address

Apprentice name

Apprentice – ACCA client ID number

EMPLOYER APPROVAL

Please confirm that the apprentice has completed the on-programme assessment for the above standard and is provisionally competent in all aspects of the Standard.

Level 4

The ACCA on-programme assessment is the ACCA Diploma in Accounting and Business.

Level 7

The ACCA on-programme assessment prepares the apprentice to attempt the end-point assessment and is undertaken throughout the period of the apprenticeship prior to the gateway. It incorporates:

- exams/assessments (all ACCA Qualification exams except the Strategic Business Leader exam)
- on the job experience.

Employer approves apprentice for end-point assessment?

Please check box to confirm.

- ☐ Yes ☐ No

If no, the apprentice will not be eligible for end-point assessment.

APPRENTICE ENTRY REQUIREMENTS

Maths and English at level 2 (or equivalent).

* Please provide a copy of the transcript/results confirming successful completion of level 2 Maths and English (electronic copies are acceptable). It is an ESFA requirement that copies are provided to the End Point Assessment Awarding Organisation.

Has the apprentice met the entry requirements of Maths and English at Level 2 (eg GCSE Maths and English grades A – C)?

Please check box to confirm, and provide a copy of transcript/results confirming successful completion.

☐ Yes ☐ No

DATA PROTECTION

Before providing us with personal information about individuals, you must ensure that they have been sufficiently informed and that you have their permission to do so.

We may use the personal data provided on this form for the purposes of:

- complying with the legal requirements of the Education & Skills Funding Agency (ESFA)
- supporting the administration of the apprenticeship scheme
- responding to enquiries and investigating complaints
- complying with regulatory obligations.

We may share information with our suppliers, auditors and regulators. Please note that for individuals based outside the UK, your information will be held in ACCA's main information systems which are located in the EU and may be accessed by ACCA's local office in your country of residence. ACCA processes information within the EU, but may also transfer data outside of EU as part of its operations and service delivery.

For more information on how your personal information and rights are respected, please see our [privacy notice](#) ([accaglobal.com/privacy](#)), or contact privacy@accaglobal.com

EMPLOYER CONFIRMATION

Please sign here to confirm that the information provided above is accurate.

Employer contact signature

Date

ACCA OFFICE USE ONLY

GATEWAY ACCESS – CHECKLIST

To be completed by ACCA

Apprenticeship standard

- ☐ Accounting Technician apprenticeship (Level 4)
- ☐ Professional Accountant apprenticeship (Level 7)

Employer approval

Has the employer confirmed approval?

☐ Yes ☐ No

Suitable on-programme assessment

Suitable on-programme exams

Has the apprentice completed suitable on programme exams?

☐ Yes ☐ No

Apprentice entry requirements

Maths and English at level 2 (or equivalent)

Has the employer confirmed the apprentice entry requirements of Maths and English at Level 2 has been completed?

☐ Yes ☐ No

Gateway requirements met?

Gateway requirements have been met if yes to all of the above elements.

☐ Yes ☐ No