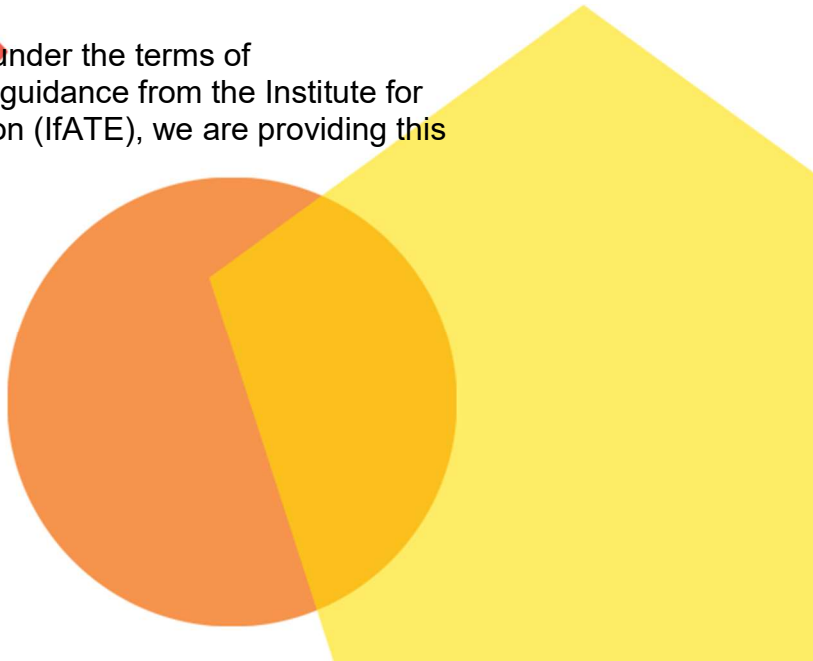
Digital Skills Sector Apprenticeship Standards

Updated Vendor Certification for On-programme Options

About this document

Since the first Apprenticeship Standards were publish the world has moved on and none more so than the Digital Technology Sector. We have seen new players in the Vendor market and the updating, removal and replacement of products that were available in 2016.With revised Standards due to be issued, the current lists are not going to be updated.

City & Guilds has carried out work and under the terms of “equivalent/replacement” and the latest guidance from the Institute for Apprenticeships and Technical Education (IfATE), we are providing this content.



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Introduction

Coping with a changing world

Apprenticeship Standards have moved on from the original Trailblazer offerings and over the last 6 years, many of the products offered by Vendor/Professional organisations have either been closed, changed or replaced. We have also seen new entrants into various markets that were not consider at the time of producing the original Vendor options in the Digital Technology Standards and it feels appropriate that these should now be recognised.

Some of the original Vendor/Professional offerings in the Standards lists have titles that have not always matched the products actually offered by the organisation they have been linked to or there has been ambiguity about what some of the options mean.

Why issue this now? Will the Standards and Assessment Plans be updated?

The Standards and Assessment Plans will not be re-issued by IfATE and the Employer Group(s) will not be asking for it to happen either. Even with new versions of Standard due in 2021, current Apprenticeship Providers will need some clarity now to get their Apprentices through Gateway.

It is clear that for End Point Assessment Organisations (EPAO) like ourselves that we need to adapt to the market and ensure that Apprentices are not disadvantaged because they can no longer gain a certification that no longer exists. In addition, to make the Gateway booking process simple, a simple list of what is acceptable seems most appropriate and will stop the need for you and our EPA teams having to continually check with the City & Guilds sector specialists.

After consultation with end-point assessment organisations, NSAR produced a refreshed list of Vendor/Professional qualifications that we are publishing for you to use.

Note: The original Vendor/Professional qualifications will still be accepted.

What do you have to do?

We will not be updating and republishing our handbooks.

You should use this document as a supplement to the handbooks and only complete the Gateway forms as you would normally – revised version can be found in Appendix x

Will the list continue to be updated and can we add items?

We will monitor the situation and may add further products as we are shown that they are either equivalent to those on the list, replacements for those on the list or it can be demonstrated cover a substantial part of the Knowledge Modules in a Standard (at least 80%). You cannot use any product you want.

If it is not on the list then consider it unacceptable. City & Guilds do realise there may be a good case for a certain product.

NSAR recognise new Vendor/Professional qualifications may be released and rather than continually refresh the list they will allow the following process.

- EPAOs can accept additional Vendor/Professional qualifications (not on the approved list) as long as both of the following criteria have been applied and the can be demonstrated:
    - The new Vendor/Professional qualification has the same learning objectives, allows the same or similar inferences to be drawn about knowledge or shares a similar purpose to the Knowledge Module it is designed to serve as an equivalence for.
    - The proposed Vendor/Professional qualification has a 'hard sift' status with specific employer/s, i.e. the proposed qualification is important for occupational competence of the Apprentice and relevant to the Standard or for occupational progression.
- EPAOs must have evidence to support both criteria being met before they can accept the Vendor/Professional qualification.
- NSAR will want to review this evidence each time an exception has been allowed by an EPAO.

City & Guilds (as permitted by NSAR) ask that training providers or employers produce this evidence, making the case for the Vendor/Professional qualification's inclusion. It is important that we are confident that the evidence provided demonstrates that the Vendor/Professional qualification has meet both conditions shown above.

Can I use the products on the list even though your forms have not been updated?

Yes. This document has been shared with all relevant teams internally to ensure that you are able to carry on as normal with your apprentices.

Will we be able to do more Vendor certifications per Standard now?

If the Standard says, we can only accept one Vendor/Professional product than that will not change.

It should be noted that the use of only one Vendor/Professional product applies as;

- ESFA will only fund one Vendor/Professional product in certain Standards
- City & Guilds can only accept 1 Vendor/Professional product in certain Standards

This does not mean you cannot teach more Vendor/Professional programmes, but paying for the exams and certification will need either to come from you as a Training Provider or the Employer.

Network Engineer (ST0127): Knowledge Module Exemptions

List of Vendor/Professional qualification exemptions

Knowledge Module 1: Network Principles

- CCNA Modules 1 and 2
- CCNA R+S (Full CCNA)
- HCIA Routing + Switching (Full)
- CompTIA Network +
- Juniper JNCIA - Junos (Enterprise routing and switching or Service provider routing and switching; depend on the job role of the learner)

Knowledge Module 2: Network Systems and Architecture

- MCP Server Virtualisation - Windows Server Hyper V (Retired 31 July 2018)
- MCP MS Exchange Server (Designing and Deploying Microsoft Exhcange Server 2016 : 70 - 345)
- MCP Server 2012 (Installing and Configuring Windows Server 2012 : 70- 410)
- MCP Windows Administrator (Administering Windows Server 2012 : 70 - 411)
- AZ-103 Azure Administrator Fundamentals
- CompTIA Server +
- Juniper JNCIA - Junos (Enterprise routing and switching or Service provider routing and switching; depending on the job role of the learner)
- CCNA WLAN
- HCIA WLAN

Knowledge Module 3: Network Security

- Security + (CompTia)
- CCNA Security
- HCIA Security
- CCNA R+S (Full CCNA)
- HCIA Routing + Switching (Full)
- MTA Mobility and Devices Fundamentals
- MTA Cloud Fundamentals (Retired 30 September 2019)
- Juniper JNCIS – Junos Security

NOTE for Cisco changes

Cisco have revamped CCNA R+S product – the full CCNA – and removed some of the options that were previously available in the way a learner would be assessed and could work toward obtaining the full certification. CCENT is no longer available; INCD1 and INCD2 are available until end of June 2020.

CCNA R+S is now only three Modules and not four, this diagram shows the change.

<table>
<tr><th colspan="3">Cisco Old</th><th>Cisco New</th></tr>
<tr><td>CCNA 1</td><td rowspan="2">CCENT</td><td rowspan="2">ICND1</td><td>CCNA 1</td></tr>
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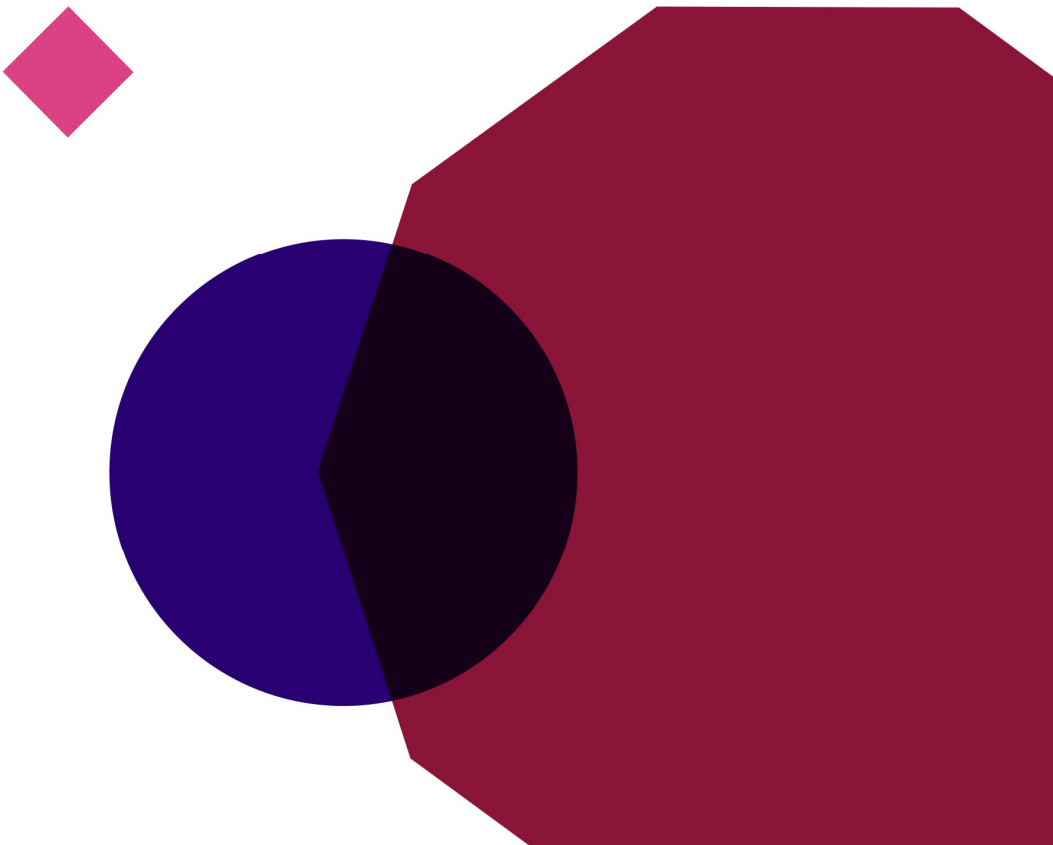
City & guilds will continue to accept the final tests at the end of each Module, so that those who do not need the full CCNA certification are not disadvantaged by the changes and providers can continue to operate as they have done to date. For those providers who were doing CCENT or INCD1, your apprentices will now need to take CCNA Module 1 and 2 end of programme tests or the final CCNA R+S exam.

This effects Infrastructure Technician and Network Engineer:

- Infrastructure Technician would still only require CCNA 1, though may not have all previous content of the Introduction to Networks version
- Network Engineer can do Modules 1 + 2, though may be slightly light from old CCNA 1+2 that was Introduction to Networks & Routing + Switching?

NOTE for Huawei inclusion

Huawei Academy do not do end of module certification, apprentices will need to achieve the full HCIA Routing + Switching exam where this product is stated as an exemption.



Software Development Technician (ST0128): Knowledge Module Exemptions

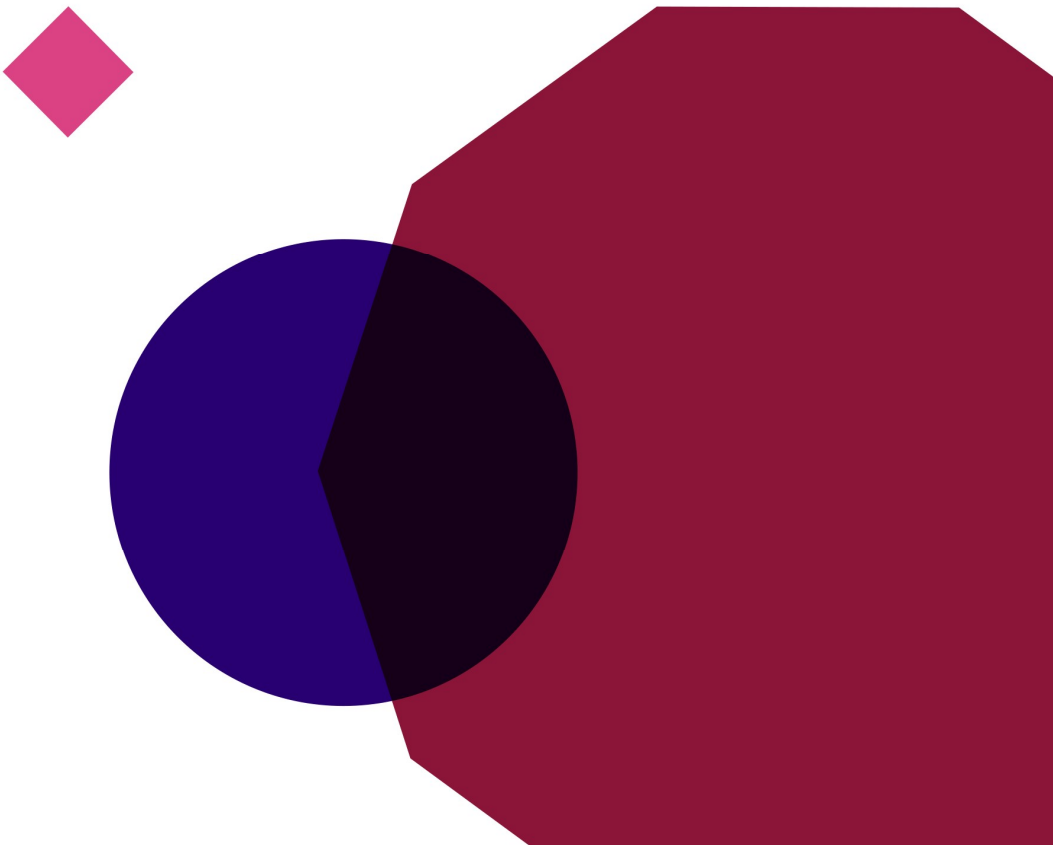
List of Vendor/Professional qualification exemptions

Knowledge Module 1: Software Development Methodologies

- BCS Systems Development Essentials

Knowledge Module 2: Software Language

- Cloudera Certified Associate (CCA175) Spark and Hadoop Developer
- C++ (MTA Software Development Fundamentals acceptable if C++ used)
- C# (MTA Software Development Fundamentals acceptable if C# used)
- PHP
- Drupal
- Oracle SQL Developer
- Oracle Java Certified
- MTA HTML5 Application Development Fundamentals
- 70-480: Programming in HTML5 with JavaScript and CSS
- 70-483 Programming in C#
- 98-382: Introduction to Programming using Java Script
- 98-383: Introduction to Programming using HTML and CSS
- 98-388: Introduction to Programming using Java
- Microsoft Azure Developer Associate Exam AZ-203
- AWS Certified Developer – Associate Exam DVA-001 Developing solutions in AWS



Infrastructure Technician (ST0125): Knowledge Module Exemptions

List of Vendor/Professional qualification exemptions

Knowledge Module 1: Networking and Architecture

- CCNA Module 1
- CCNA R+S (Full CCNA)
- HCIA Routing + Switching (Full)
- MTA Network Fundamentals
- CompTIA Network +
- CompTIA A+
- CIW Network Technology Associate

Knowledge Module 2: Mobile and Operating Systems

- CCNA Security
- MCP Managing and Maintaining Windows 8 (Retired)
- MD100 (Windows 10 Retired March 2019) + MD101 (managing modern desktop)
- MCP Configuring Windows 8 (Retired)
- MD100 and MD101
- MTA Mobility and Devices Fundamentals
- CompTIA Security +
- CompTIA Mobile + (retired)
- CIW – Internet Business Associate
- CIW – Mobile Application Development

Knowledge Module 3: Cloud Services

- MTA Server Admin (Windows Server Administration Fundamentals)
- Enabling Office 365 Services: 70-347 (Retired 30-4-19)
- MD-100 (Windows 10) + MD101 (Managing modern desktops)
- MS 100 (Microsoft 365 Identity and Services)
- MS-900 (Microsoft 365 Fundamentals)
- Enabling Office 365 Identities and Requirements (70-346 -Retired 30 April 2019)
- MTA Cloud Fundamentals (Retired 30 September 2019)
- Install Configure Windows Server 2012 (Installing and configuring windows server 2012: 70-410)
- Administration of Windows Server 2012 (Administering Windows Server 2012: 70-411)
- Configure Advanced Windows Server 2012 Services (Configuring Advanced Windows Server 2012 Services: 70-412)

Knowledge Module 4: Coding and Logics

- MTA Software Development Fundamentals (98-361)

Knowldge Modue 5: Business Processes

- CIW – Internet Business Associate
- ITIL Foundation Level

NOTE for Cisco changes

Cisco have revamped CCNA R+S product – the full CCNA – and removed some of the options that were previously available in the way a learner would be assessed and could work toward obtaining the full certification. CCENT is no longer available; INCD1 and INCD2 are available until end of June 2020.

CCNA R+S is now only three Modules and not four, this diagram shows the change.

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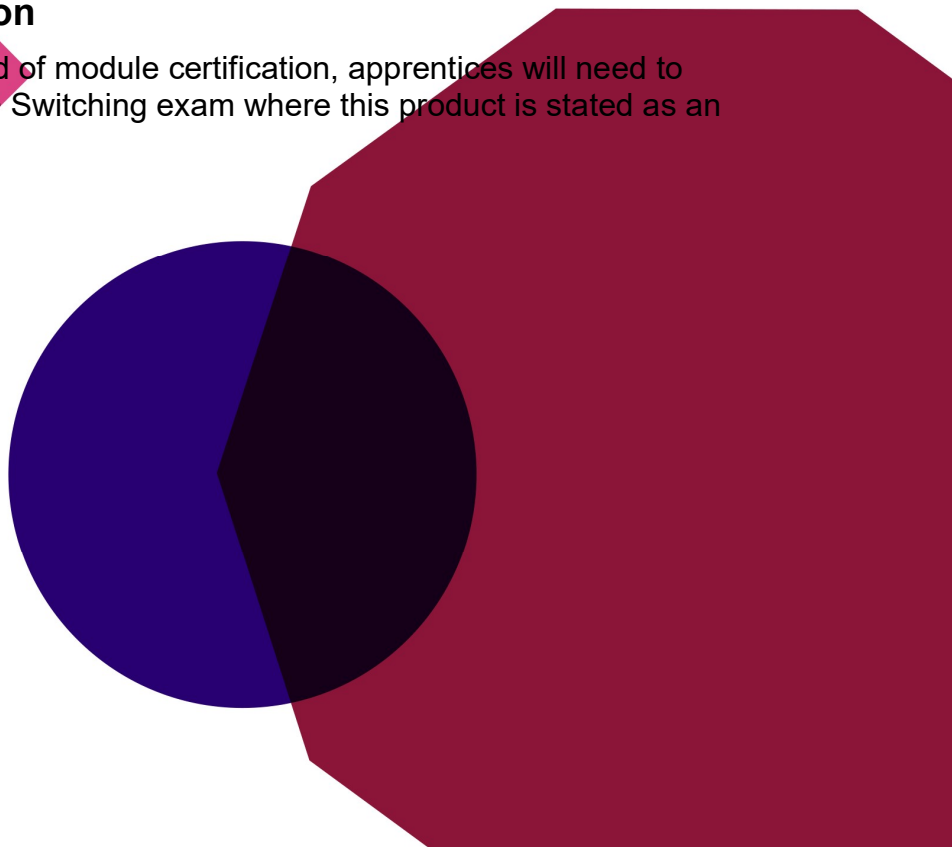
City & guilds will continue to accept the final tests at the end of each Module, so that those who do not need the full CCNA certification are not disadvantaged by the changes and providers can continue to operate as they have done to date. For those providers who were doing CCENT or INCD1, your apprentices will now need to take CCNA Module 1 and 2 end of programme tests or the final CCNA R+S exam.

This effects Infrastructure Technician and Network Engineer:

- Infrastructure Technician would still only require CCNA 1, though may not have all previous content of the Introduction to Networks version
- Network Engineer can do Modules 1 + 2, though may be slightly light from old CCNA 1+2 that was Introduction to Networks & Routing + Switching?

NOTE for Huawei inclusion

Huawei Academy do not do end of module certification, apprentices will need to achieve the full HCIA Routing + Switching exam where this product is stated as an exemption.



Digital Marketer (ST0122): Knowledge Module Exemptions

List of Vendor/Professional qualification exemptions

Knowledge Module 1: Principles of Coding

- MTA HTML 5 Application Development Fundamentals (98-375)
- (MS) Exam 98-383: Introduction to Programming using HTML and CSS
- CIW – Site Development Associate
- Codecademy Pro, Skill Path, Learn How to Build Websites

Knowledge Module 2: Marketing Principles

- Google Squared
- CIM (CIM Level 4 Award in Digital Marketing including Marketing unit)
- CIM Level 4 Certificate in Digital Marketing
- CIM Certificate in Professional Marketing
- CIM Level 4 Certificate in Professional Digital Marketing
- Dot Native
- CIW – Internet Business Associate

Knowledge Module 3: Digital Marketing Business Principle

- Google Analytics IQ
- Google Ads Certification
- CIM (CIM Level 4 Award in Digital Marketing including Digital Marketing unit)
- CIM Level 4 Certificate in Digital Marketing
- CIM Level 4 Certificate in Professional Digital Marketing
- CIW – Data Analytics
- CIW – Social Media Strategist
- Dot Native
- Google Squared

Frequently Asked Questions

Can I use any Vendor/Professional certification as an exemption?

No. You can only use those on the lists provided.

If you believe that, you have found something that is equivalent to one of the existing Vendor/Professional certifications on the list or covers the Knowledge Module requirements by at least 80% you will need to provide the mapping evidence to City & Guilds to check. This will be sent to the EQA body – NSAR – to be verified. It is important that you do not put an apprentice through and exam promising them it is okay before getting verification from us.

Can an apprentice do multiple Vendor/Professional certification?

The answer to this comes in two parts;

1. Unless the Standard states otherwise – such as Infrastructure Technician – you will only be paid by ESFA for one Vendor/Professional certification and we will only accept one exemption.
2. An apprentice can do many Vendor/Professional programmes, but if the Standard says only 1 then the exams and certification element of the learning will need to be paid for by you or the employer (or the apprentice)

If you use Vendor/Professional learning materials and do not put them through an exam, then these materials can be paid for from the ESFA Funding. You will need to show that the materials are relevant to the programme of the Apprenticeship Standard they are working toward.

Can an apprentice just do Knowledge qualifications or Vendor/Professional units?

With the exception of Infrastructure Technician and Cyber Security (which only has regulated Knowledge Qualifications), then as above they must do at least one Vendor or what is stated in the Standard.

Infrastructure Technician allows either all Vendor/Professional certification or all regulated qualifications or a mix of the two.

Is it enough to show that the apprentice has learnt the content of the Knowledge Modules or Vendor/Professional products through our own assessment?

No. The relevant exams or test need to be achieved and certification or proof of achievement needs to be provided.

If an apprentice already has relevant Vendor/Professional certifications when they join the programme, can they be used?

Yes. The On-programme certification has no bearing on the End Point Assessment.

You will need to acknowledge APL or RPL and adjust your training fees accordingly for ESFA, as you are stating that this learning has been completed already and you will not need to undertake work in this area.

Must the Vendor/Professional programmes be completed prior to Gateway?

Knowledge qualifications and Vendor/Professional certification are the keys to the Gateway. Unless there are very special circumstances, such as exam date issues, then we will not allow an apprentice onto EPA without prove of achievement of the relevant on-programme requirements..

Do City & Guilds require the original certificates to be sent?

All evidence for the proof of Gateway being reached, as well as EPA evidence, is upload to our EPA Portal. Copies of the original signed by the trainer/assessor/coach as being authentic is acceptable. You do not need to send us anything physically.

Do City & Guilds require the Knowledge Qualifications or Vendor/Professional exams to be taken at a specific time?

We would always recommend that the apprentice sit the exam when they and you feel they are ready. We do not expect them to be sat in any particular order, at the beginning of the programme or at the end.

It is important that the apprentice has had sufficient training to prepare them for the exams and that they are feeling confident of being successful.

Does an apprentice have to gain the new CCNA R +S (200-301) exam to gain any exemptions?

Cisco provide end of module exams that the apprentice will need to pass along the way to that final exam. While having the CCNA R + S certification may be useful for their career, the following is still true;

- Infrastructure Technician only has a requirement for successful completion of CCNA Module 1 against Network Principles
- Network Engineer only has a requirement for successful completion of CCNA Modules 1 + 2 against Network and Architecture

Can we use the Vendor/Professional certifications as proof of Knowledge Outcomes in the Portfolio?

No. The certification is proof of passing an exam on a given day, some are only multiple choice and do not give any perspective on the apprentices ability to link what they know with what they can do.

A number of Vendor/Professional programmes are due for retirement, what do we do?

As always, City & Guilds will accept the Vendor/Professional replacement product that has been brought out, if a “straight like-for-like” – e.g. Windows 8 to Windows 10

products. Alternatively, where it has been modified to include/exclude items or split into multiple certifications, let us know and we will speak with the relevant organisation to check the content and coverage.

Why do City & Guilds not keep us updated on the changes in Vendor/Professional organisations programmes?

City & Guilds is not a user of the various Academies and services provided by the multiple Vendor/Professional organisations and does not get the updates that are provided to you. In many cases, we are only notified when things have been retired or changed.

We welcome information from you as soon as you are made aware of any changes, as we do have contacts I some organisations that will allow us to check what is happening. However, we do not know them all.

Are there any Vendor/Professional programmes that City & Guilds would recommend we use for any given Standard?

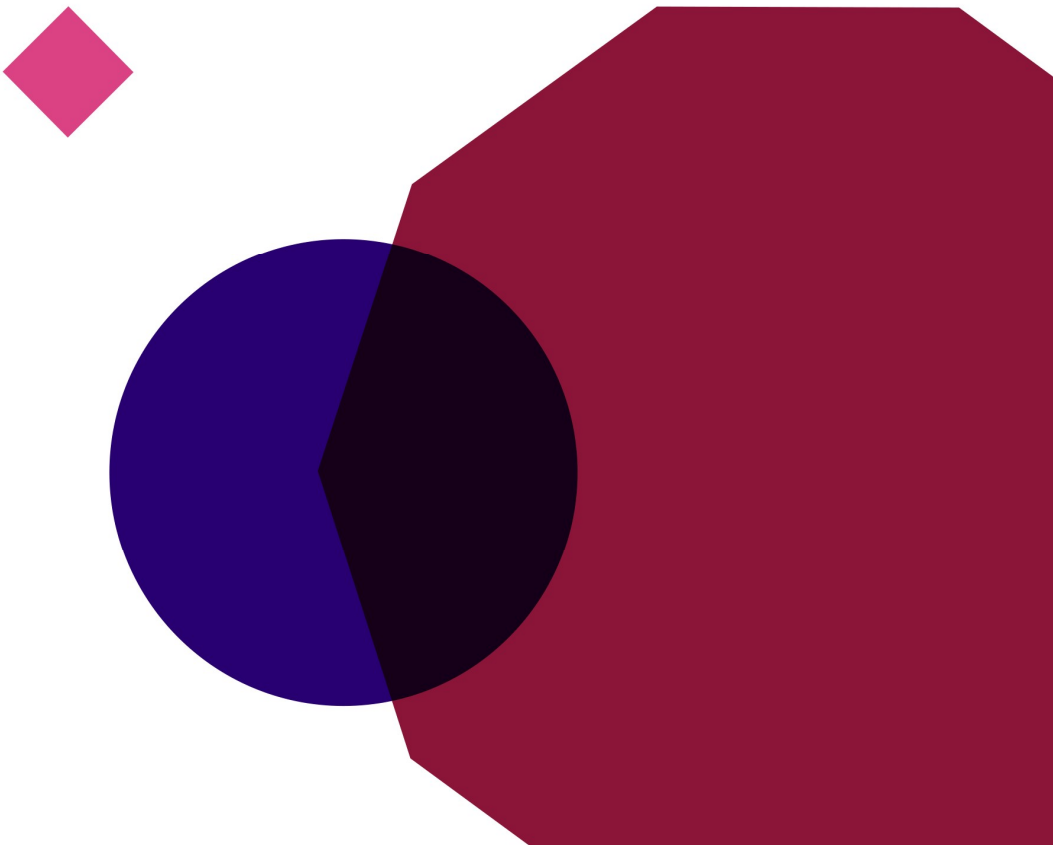
The only recommendation that we would make, is the Vendor/Professional programme be relevant to the apprentice's job role. If the employer has no preference, you will need to look at what the job of the apprentice contains and then select from the list the most appropriate product.

There is no point putting someone on a C++ course if the learner use PHP or Java or some other language, just because that is the one you are familiar with or have staff to teach it. It is about making the apprentice able to do their job and prepare them for the future.

If Vendor/Professional certificate sits against two Knowledge Modules, will City & Guilds allow two exemptions?

City & Guilds has recognised in Digital Marketer where a Vendor/Professional qualification has been in two Knowledge Module boxes that we would allow exemption from two City & Guilds exams. With this updated list, we recognise that some of the full programmes from Cisco, Huawei and others may be against two Knowledge Modules and will allow exemption from the two exams associated with them from City & Guilds.

However, Providers are advised to make sure that all the Knowledge in the Knowledge Qualifications from City & Guilds has been covered, as these products are based on the underpinning knowledge for the Standard as a whole. The apprentice is required to demonstrate the use of Knowledge against the relevant Outcomes of the Standard as stated in the Assessment Plan.



Appendix A – Network Engineer

End-Point Assessment Gateway Declaration Form

Please complete this form to confirm that all parties are satisfied that the apprentice has met the gateway requirements and can be put forward for end-point assessment (EPA) with City & Guilds.

Apprenticeship Standard	Level 4 Network Engineer	**Start date**	
Apprentice name		**Enrolment number**	

Only **one** vendor or professional qualification can be taken.

Entry requirement(s)	Achieved (Yes/No)
9628-03 Network Principles **OR** one of the following:	
• CCNA 1 + 2	
• CCNA R + S (Full CCNA)	
• HCIA Routing + Switching (Full)	
• CompTIA Network +	
• Juniper JNCIA – Junos ((Enterprise routing and switching or Service provider routing and switching; depend on the job role of the learner)	
9628-04 Network Systems and Architecture **OR** one of the following	
• MCP Server Virtualisation – Windows Server Hyper V (Retired 31 July 2018)	
• MCP MS Exchange Server (Designing and Deploying Microsoft Exchange Server 2016 : 70 - 345)	
• MCP Server 2012 (Installing and Configuring Windows Server 2012 : 70-410)	
• MCP Windows Administrator (Administering Windows Server 2012 : 70 - 411)	
• Microsoft Azure Administrator Fundamentals (AZ-103)	
• CompTIA Server +	
• Juniper JNCIS Junos (Enterprise routing and switching or Service provider	

routing and switching; depending on the job role of the learner)	
CCNA WLAN	
HCIA WLAN	
9628-05 Network Security **OR** one of the following	
• CompTIA Security +	
• CCNA Security	
• CCNA R + S (Full CCNA)	
• HCIA Security	
• HCIA Routing + Switching (Full)	
• MTA Cloud and Mobility (retired September 30th 2019	
• MTA Mobility and Devices Fundamentals	
• Juniper JNCIS – Junos Security	
Level 2 (or equivalent) maths	
Level 2 (or equivalent) English	

Providers must submit evidence of achievement to us for each gateway requirement. It is the provider's responsibility to keep auditable evidence of these requirements. Without appropriate evidence, we will not be able to complete your booking or carry out the EPA. Customers may still be charged.

Any previous End-Point Assessments	
Has the apprentice taken any assessments as part of the EPA for this apprenticeship standard with any other EPA organisation?	Yes/No
If yes	
Which EPA organisation was this?	
What was the date(s) of the EPA?	
What grade(s) was issued, eg fail/pass/merit/distinction?	

Employer and provider declaration:

I confirm that the gateway meeting has been carried out to confirm that the apprentice:

1. **Has achieved all EPA gateway requirements as listed above and has the knowledge, skills and behaviours required by the apprenticeship standard and is eligible for EPA.**

2. **Has been employed throughout their apprenticeship.**

3. **Will have completed a minimum of 12 months and 1 day on-programme before the first EPA assessment with City & Guilds.**

Employer		**Date**	
Training Provider (if appropriate)		**Date**	

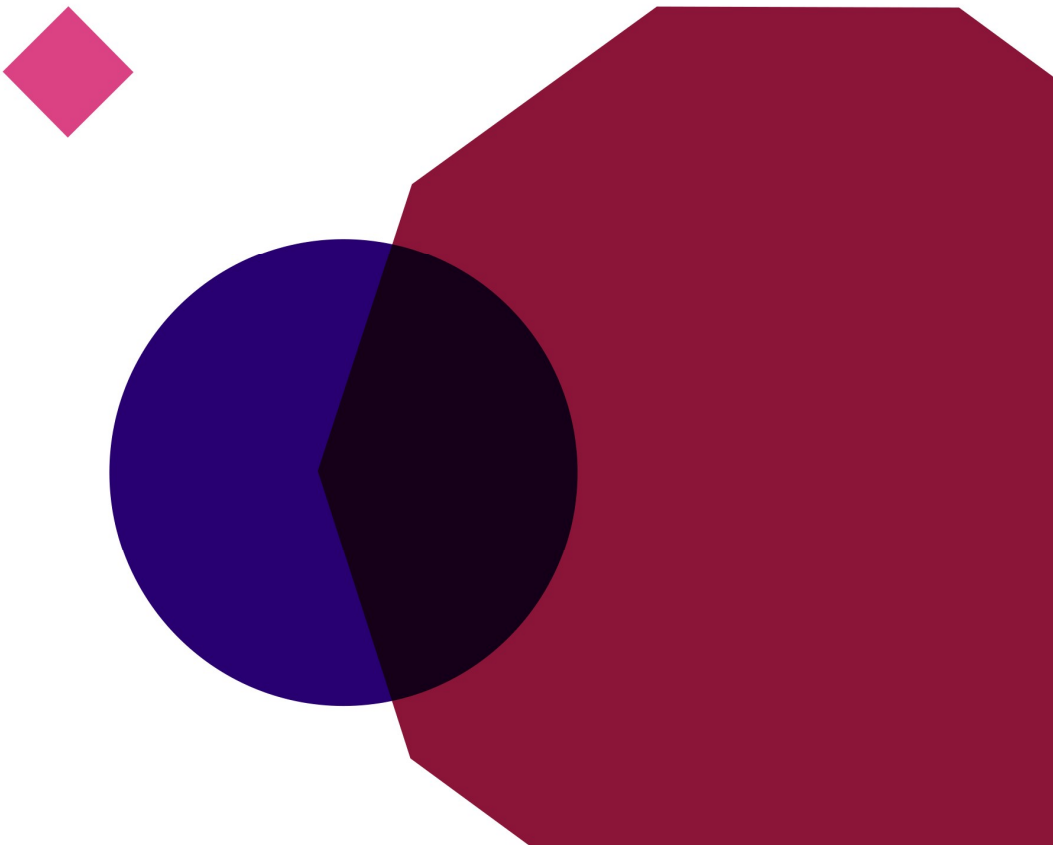
Apprentice declaration:

I confirm that I have gone through a gateway process to check that I am eligible for EPA.

I give City & Guilds permission to apply to the ESFA and the Institute for Apprenticeships for the apprenticeship certificate on my behalf when I complete EPA

Apprentice		**Date**	

Providers should submit the completed form to us through the EPA portal. Please refer to the Manual for the End-Point Assessment Service for details, including timeframes.



Appendix B – Software Developer

End-Point Assessment Gateway Declaration Form

Please complete this form to confirm that all parties are satisfied that the apprentice has met the gateway requirements and can be put forward for end-point assessment (EPA) with City & Guilds.

Apprenticeship Standard	Level 4 Software Developer	**Start date**	
Apprentice name		**Enrolment number**	

Only **one** vendor or professional qualification can be taken.

Entry requirement(s)	Achieved (Yes/No)
9628-01 Software Development Methodologies **OR** one of the following:	
• BCS Systems Development Essentials	
9628-02 Software Language **OR** one of the following	
• Cloud certified developer apache	
• Cloudera Certified Associate (CCA175) Spark and Hadoop Developer	
• Hadoop	
• C++ (MTA Software Development Fundamentals acceptable if C++ used)	
• C# (MTA Software Development Fundamentals acceptable if C# used)	
• PHP	
• Drupal	
• Oracle SQL Developer	
• Oracle Java Certified	
• MTA HTML5 Application Development Fundamentals	
• MCP.net	
• Microsoft Programming in HTML5 with JavaScript and CSS (70-480)	
• Microsoft Programming in C# (70-483)	
• Introduction to Programming using Java Script (98-382)	
• Microsoft Introduction to Programming using HTML and CSS (98-383)	

• Microsoft Introduction to Programming using Java (98-388)	
• Microsoft Azure Developer Associate Exam (AZ-203)	
• AWS Certified Developer – Associate Exam DVA-001 Developing solutions in AWS	
Level 2 (or equivalent) Maths	
Level 2 (or equivalent) English	

Providers must submit evidence of achievement to us for each gateway requirement. It is the provider's responsibility to keep auditable evidence of these requirements. Without appropriate evidence, we will not be able to complete your booking or carry out the EPA. Customers may still be charged.

Any previous End-Point Assessments	
Has the apprentice taken any assessments as part of the EPA for this apprenticeship standard with any other EPA organisation?	Yes/No
If yes	
Which EPA organisation was this?	
What was the date(s) of the EPA?	
What grade(s) was issued, eg fail/pass/merit/distinction?	

Employer and provider declaration:

I confirm that the gateway meeting has been carried out to confirm that the apprentice:

1. **Has achieved all EPA gateway requirements as listed above and has the knowledge, skills and behaviours required by the apprenticeship standard and is eligible for EPA.**
2. **Has been employed throughout their apprenticeship.**
3. **Will have completed a minimum of 12 months and 1 day on-programme before the first EPA assessment with City & Guilds.**

Employer		**Date**	
Training Provider (if appropriate)		**Date**	

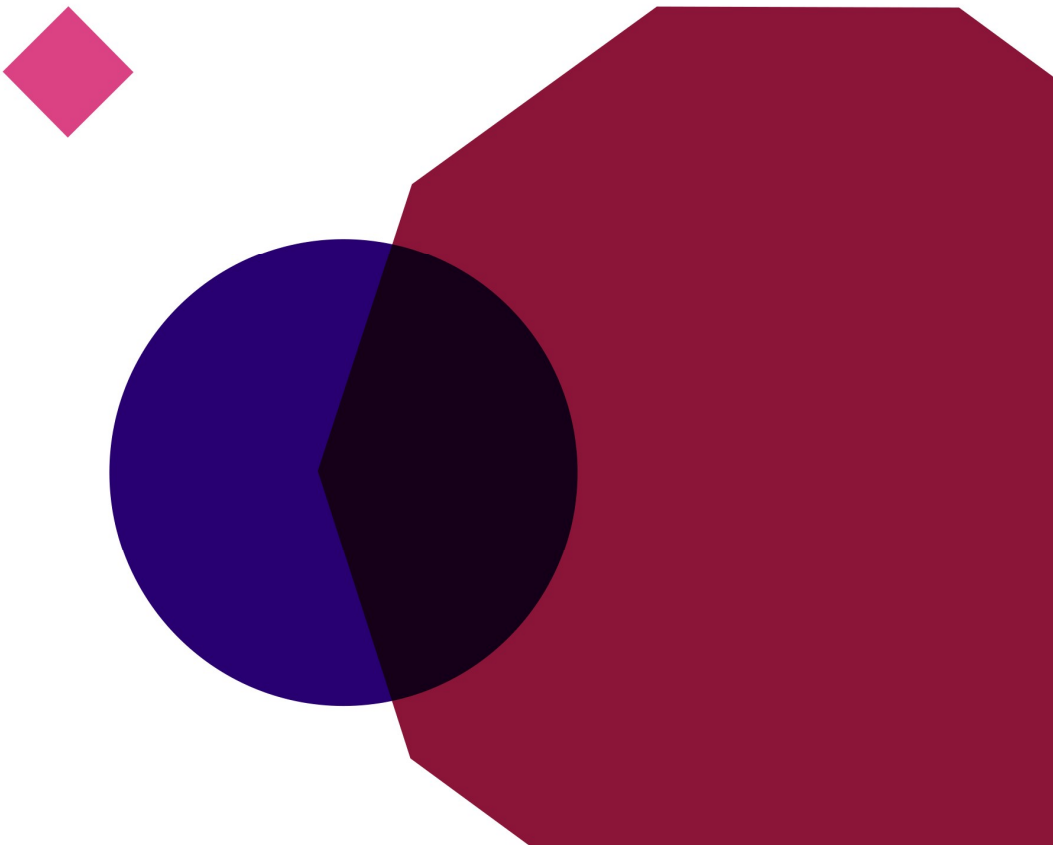
Apprentice declaration:

I confirm that I have gone through a gateway process to check that I am eligible for EPA.

I give City & Guilds permission to apply to the ESFA and the Institute for Apprenticeships for the apprenticeship certificate on my behalf when I complete EPA

Apprentice		**Date**	

Providers should submit the completed form to us through the EPA portal. Please refer to the Manual for the End-Point Assessment Service for details, including timeframes.



Appendix C – Infrastructure Technician

End-Point Assessment Gateway Declaration Form

Please complete this form to confirm that all parties are satisfied that the apprentice has met the gateway requirements and can be put forward for end-point assessment (EPA) with City & Guilds.

Apprenticeship Standard	Level 3 Infrastructure Technician	**Start date**	
Apprentice name		**Enrolment number**	

Entry requirement(s)	Achieved (Yes/No)
9628-06 Level 3 Certificate in Networking and Architecture Principles **OR** one of the following:	
• CCNA 1 (including the new Module 1 where achieved using end of programme test in NetCad)	
• CCNA R+S (Full CCNA)	
• HCIA Routing + Switching (Full)	
• MTA Network Fundamentals	
• CompTIA Network +	
• CompTIA A+	
• CIW Network Technology Associate	
9628-07 Level 3 Award in Mobile and Operating Systems **OR** one of the following:	
• CCNA Security	
• MCP Managing and Maintaining Windows 8 (Retired)	
• MCP Configuring Windows 8 (Retired)	
• MD100 (Windows 10 Retired March 2019) + MD101 (managing modern desktop	
• MTA Mobility and Devices Fundamentals	
• CompTIA Security +	
• CompTIA Mobile +	
• CIW – Internet Business Associate	
• CIW – Mobile Application Development	
9628-08 Level 3 Award in Cloud Services **OR** one of the following	

• MTA Server Admin(Windows Server Administration Fundamentals)	
• Enabling Office 365 Services 70-347 (Retired 30-4-19)	
• Enabling Office 365 Identities and Requirements (70-346 -Retired 30-4-19)	
• Windows 10 (MD-100) + Managing modern desktops (MD101)	
• Microsoft 365 Identity and Services (MS 100)	
• Microsoft 365 Fundamentals (MS-900)	
• MTA Cloud Fundamentals (Retired 30th September 19)	
• Install Configure Windows Server 2012 (Installing and configuring windows server 2012: 70-410)	
• Administration of Windows Server 2012 (Administering Windows Server 2012: 70-411	
• Configure Advanced Windows Server 2012 Services (Configuring Advanced Windows Server 2012 Services: 70-412)	
9628-09 Level 3 Award in Coding and Logic **OR** one of the following	
• MTA Software Development Fundamentals (98-361)	
• App Development	
9628-10 Level 3 Award in Business Processes **OR** one of the following	
• CIW – Internet Business Associate	
• ITIL Foundation Level	
Level 2 (or equivalent) Maths	
Level 2 (or equivalent) English	

Providers must submit evidence of achievement to us for each gateway requirement. It is the provider's responsibility to keep auditable evidence of these requirements. Without appropriate evidence, we will not be able to complete your booking or carry out the EPA. Customers may still be charged.

Any previous End-Point Assessments	
Has the apprentice taken any assessments as part of the EPA for this apprenticeship standard with any other EPA organisation?	Yes/No
If yes	
Which EPA organisation was this?	
What was the date(s) of the EPA?	

What grade(s) was issued, eg fail/pass/merit/distinction?	

Employer and provider declaration:

I confirm that the gateway meeting has been carried out to confirm that the apprentice:

1. **Has achieved all EPA gateway requirements as listed above and has the knowledge, skills and behaviours required by the apprenticeship standard and is eligible for EPA.**

2. **Has been employed throughout their apprenticeship.**

3. **Will have completed a minimum of 12 months and 1 day on-programme before the first EPA assessment with City & Guilds.**

Employer		**Date**	
Training Provider (if appropriate)		**Date**	

Apprentice declaration:

I confirm that I have gone through a gateway process to check that I am eligible for EPA.

I give City & Guilds permission to apply to the ESFA and the Institute for Apprenticeships for the apprenticeship certificate on my behalf when I complete EPA

Apprentice		**Date**	

Providers should submit the completed form to us through the EPA portal. Please refer to the Manual for the End-Point Assessment Service for details, including timeframes.

Appendix D – Digital Marketer Gateway Form

End-Point Assessment Gateway Declaration Form

Please complete this form to confirm that all parties are satisfied that the apprentice has met the gateway requirements and can be put forward for end-point assessment (EPA) with City & Guilds.

Apprenticeship Standard	Level 3 Digital Marketer	**Start date**	
Apprentice name		**Enrolment number**	

Apprentices must achieve:

- **Two** regulated knowledge qualifications from the list below, assessed through multiple-choice on-screen exams; and
- **One** vendor or professional qualification (or its direct replacement) from the list below. Achievement of one of the vendor or professional qualification will exempt the apprentice from the corresponding regulated knowledge qualification.

They will also have Level 2 Mathematics and Level 2 English qualifications (or relevant equivalent) obtained either during or before their apprenticeship.

Entry requirement(s)	Achieved (Yes/No)
9628-11 Level 3 Award in the Principles of Coding **OR** one of the vendor/professional qualifications	
• MTA HTML 5 Application Development Fundamentals (98-375)	
• Microsoft Introduction to Programming using HTML and CSS (98-383)	
• CIW – Site Development Associate	
• Codecademy Pro, Skill Path, Learn How to Build Websites	
9628-12 Level 3 Certificate in the Principles of Online and Offline Marketing **OR** one of the vendor/professional qualifications	
• Google Squared	
• CIM Level 4 Award in Digital Marketing including Marketing unit	
• CIM Level 4 Certificate in Digital Marketing	
• CIM Certificate in Professional Marketing	

• CIM Level 4 Certificate in Professional Digital Marketing	
• Dot Native	
• CIW – Internet Business Associate	
9628-13 Level 3 Certificate in Digital Marketing Business Principles **OR** one of the vendor/professional qualifications	
• Google Analytics IQ	
• CIM Level 4 Award in Digital Marketing including Marketing unit	
• CIM Level 4 Certificate in Digital Marketing	
• CIM Certificate in Professional Marketing	
• CIM Level 4 Certificate in Professional Digital Marketing	
• CIM (CIM level 4 award in Digital Marketing)	
• CIW – Data Analytics	
• CIW – Social Media Strategist	
• Dot Native	
• Google Squared	
Level 2 (or equivalent) Maths	
Level 2 (or equivalent) English	

Providers must submit evidence of achievement to us for each gateway requirement. It is the provider's responsibility to keep auditable evidence of these requirements. Without appropriate evidence, we will not be able to complete your booking or carry out the EPA. Customers may still be charged.

Any previous End-Point Assessments	
Has the apprentice taken any assessments as part of the EPA for this apprenticeship standard with any other EPA organisation?	Yes/No
If yes	
Which EPA organisation was this?	
What was the date(s) of the EPA?	
What grade(s) was issued, eg fail/pass/merit/distinction?	

Employer and provider declaration:

I confirm that the gateway meeting has been carried out to confirm that the apprentice:

1. **Has achieved all EPA gateway requirements as listed above and has the knowledge, skills and behaviours required by the apprenticeship standard and is eligible for EPA.**

2. **Has been employed throughout their apprenticeship.**

3. **Will have completed a minimum of 12 months and 1 day on-programme before the first EPA assessment with City & Guilds.**

Employer		**Date**	
Training Provider (if appropriate)		**Date**	

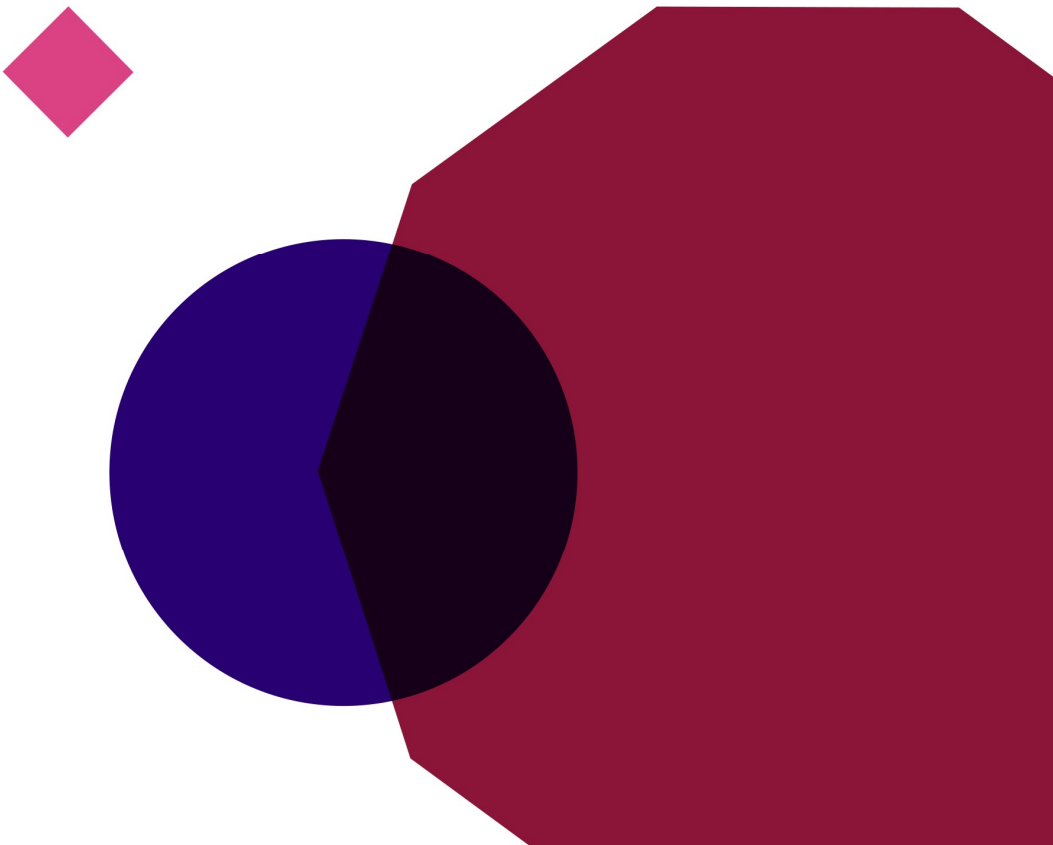
Apprentice declaration:

I confirm that I have gone through a gateway process to check that I am eligible for EPA.

I give City & Guilds permission to apply to the ESFA and the Institute for Apprenticeships for the apprenticeship certificate on my behalf when I complete EPA

Apprentice		**Date**	

Providers should submit the completed form to us through the EPA portal. Please refer to the Manual for the End-Point Assessment Service for details, including timeframes.



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