

PAL Standards with Gateway and Key End-Point Assessment Guidance

Note: where a standard requires an underpinning portfolio of evidence, it is very important that the portfolio is mapped, validated by the employer (and the apprentice where applicable) and is submitted with ALL mandatory requirements. Failure to submit mandatory portfolio evidence will result in a Gateway rejection and/or a delay to EPA. The apprentice will be asked to draw upon their portfolio of evidence during the professional discussion/interview where applicable. A poorly constructed portfolio may disadvantage the apprentice during EPA.

Standard and Padlet Link	Mandatory Gateway requirements	EPA window	PD/interview underpinned by portfolio?	When is the underpinning portfolio submitted?	Mandatory portfolio evidence requirements	MCQ/SJT test passed before progressing?	Project/case study submission timescales (if applicable)	Additional important notes
Adult Care Standards								
Adult Care Worker STO005/AP02	<ul style="list-style-type: none"> Level 1 English Level 1 maths Level 2 Diploma in Adult Care Care Certificate Self-Assessment 	3 months	No	n/a	n/a	Yes – the SJT must be passed before the PD can take place	n/a	n/a
Leader in Adult Care STO008/AP02	<ul style="list-style-type: none"> Level 2 English Level 2 maths Level 5 Diploma in Leadership and Management for Adult Care 	3 months	No	n/a	n/a	n/a	n/a	n/a
Lead Adult Care Worker STO006/AP02	<ul style="list-style-type: none"> Level 2 English Level 2 maths Level 3 Diploma in Adult Care Care Certificate Self-Assessment 	3 months	No	n/a	n/a	Yes – the SJT must be passed before the PD can take place	n/a	n/a
Lead Practitioner in Adult Care STO007/AP01	<ul style="list-style-type: none"> Level 2 English Level 2 maths 	3 months	Yes	Gateway	<ul style="list-style-type: none"> Employer declaration that the portfolio is 	n/a	n/a	n/a

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	<ul style="list-style-type: none"> Level 4 Diploma in Care Portfolio of evidence 				authentic and the apprentice's own work. <ul style="list-style-type: none"> Mapping record. 			
Bicycle Mechanic Standard								
Bicycle Mechanic STO622 v1.1	<ul style="list-style-type: none"> Level 1 English Level 1 maths Portfolio of evidence 	12 weeks	Yes	Gateway	<ul style="list-style-type: none"> A minimum of 2 pieces of evidence for each KSB. Employer declaration that the portfolio is authentic and the apprentice's own work. Mapping record. 	No	n/a	Version AP01 was retired & replaced by v1.1 for all apprentices entering EPA from 04/04/2023.
Business Administrator Standards								
Business Administrator STO070/AP03	<ul style="list-style-type: none"> Level 2 English Level 2 maths Project (completed) 	3 months	Yes	1 month prior to the interview	<ul style="list-style-type: none"> A minimum of 1 piece of evidence for each KSB. A minimum of 8-12 pages. A practical observation and/or evaluation by the employer, such as an acknowledgement of a skill shown or evidencing work completed on a particular project with manager comments. Mapping record. 	No - refer to IfATE flexibility guidance		n/a
Business Administrator STO070/AP02	<ul style="list-style-type: none"> Level 2 English Level 2 maths Project (completed) 	3 months	Yes	1 month prior to the interview	<ul style="list-style-type: none"> A minimum of 1 piece of evidence for each KSB. A minimum of 8-12 pages. A practical observation and/or evaluation by the employer, such as an acknowledgement of a 	No - refer to IfATE flexibility guidance		Version AP02 was retired for all apprentices enrolled on-programme from 10/09/2020

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					skill shown or evidencing work completed on a particular project with manager comments. <ul style="list-style-type: none"> Mapping record. 			
Chef Standards								
Chef de Partie STO227/AP05	<ul style="list-style-type: none"> Level 2 English Level 2 maths Portfolio of evidence 	4 months	Yes	Gateway	<ul style="list-style-type: none"> Coverage of the range of food groups detailed in Annex 1 of the Assessment Plan. Employer and apprentice declaration that the portfolio is authentic and the apprentice's own work. Mapping record. 	No	n/a	n/a
Chef de Partie STO227/AP02	<ul style="list-style-type: none"> Level 2 English Level 2 maths Recipe log 	2 months	Yes – recipe log only	Gateway	<ul style="list-style-type: none"> Recipe log only – see Assessment Plan/PAL specification for minimum dish requirements. Mapping record. 	No	n/a	Version AP02 was retired for all apprentices enrolled on-programme from 28/09/2021.
Commis Chef STO228/AP04	<ul style="list-style-type: none"> Level 1 English Level 1 maths Portfolio of evidence 	4 months	Yes	Gateway	<ul style="list-style-type: none"> Coverage of the range of food groups detailed in Annex 1 of the Assessment Plan. Employer and apprentice declaration that the portfolio is authentic and the apprentice's own work. Mapping record. 	No	n/a	n/a
Commis Chef STO228/AP01	<ul style="list-style-type: none"> Level 1 English Level 1 maths 	2 months	Yes – recipe log only	Gateway	<ul style="list-style-type: none"> Recipe log only – see Assessment Plan/PAL 	No	n/a	Version AP01 was retired for

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	<ul style="list-style-type: none"> Recipe log 				specification for minimum dish requirements. <ul style="list-style-type: none"> Mapping record. 			all apprentices enrolled on-programme from 28/09/2021.
Production Chef STO589/AP02	<ul style="list-style-type: none"> Level 1 English Level 1 maths 	3 months	No	n/a	n/a	No	n/a	n/a
Senior Culinary Chef STO864/AP01	<ul style="list-style-type: none"> Level 2 English Level 2 maths Portfolio of evidence Employer overview of the business 	6 months		Gateway	<ul style="list-style-type: none"> Employer and apprentice declaration that the portfolio is authentic and the apprentice's own work. Mapping record. Note – this standard requires the employer to provide an Employer Overview at Gateway. 	n/a	A maximum of 8 weeks for project submission.	n/a
Senior Production Chef STO232/AP02	<ul style="list-style-type: none"> Level 2 English Level 2 maths 	3 months	No	n/a	n/a	No	n/a	n/a
Customer Service Standards								
Customer Service Practitioner STO072/AP02	<ul style="list-style-type: none"> Level 1 English Level 1 maths 	3 months	No	n/a	n/a	n/a	n/a	n/a
Customer Service Specialist STO071/AP02	<ul style="list-style-type: none"> Level 2 English Level 2 maths 	3 months	Yes	At least 2 weeks prior to the PD	<ul style="list-style-type: none"> A minimum of 10 and a maximum of 15 pieces of evidence. Mapping record. 	n/a	2 months for project submission.	The project submission is followed by an interview, so the full EPA window is required.

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Early Years Standards								
Early Years Educator STO135/AP04	<ul style="list-style-type: none"> Level 2 English Level 2 maths Early Years Educator (L3) Qualification First Aid Qualification Portfolio of evidence 	3 months	Yes	Gateway	<ul style="list-style-type: none"> At least 1 piece of evidence relating to each KSB. Between 10-12 pieces of evidence in total. 2 direct observations – each a minimum of 20 minutes carried out at the apprentice’s usual place of work. Work products produced by the apprentice. Employer feedback review (maximum of 1). CPD training records/certificates. Employer and apprentice declaration that the portfolio is authentic and the apprentice’s own work. Mapping record. 	No	n/a	<p>Please refer to the Padlet regarding the portfolio observation evidence submission requirements.</p> <p>MCQ test - the 23 questions answered correctly to pass must include all 5 questions relating to K15 (safeguarding)</p>
Early Years Lead Practitioner STO551/AP01	<ul style="list-style-type: none"> Level 2 English Level 2 maths Portfolio of evidence Case study title and scope 	5 months	Yes	Gateway	<ul style="list-style-type: none"> At least 1 piece of evidence relating to each KSB. 2 observations – each a minimum of 20 minutes. Employer and apprentice declaration that the portfolio is authentic and the apprentice’s own work. Mapping record. 	n/a	12 weeks for case study submission.	The case study submission is followed by a presentation and questioning so the full EPA window is typically required.

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Early Years Practitioner STO888/AP01	<ul style="list-style-type: none"> Level 1 English Level 1 maths Early Years Practitioner (L2) Qualification 	3 months	Yes	At least 2 weeks prior to the PD	<ul style="list-style-type: none"> At least 1 piece of evidence relating to each KSB. Typically 10 and a maximum of 12 pieces of evidence in total. 2 direct observations – each a minimum of 60 minutes carried out at the apprentice’s usual place of work and within the last 3 months of their learning. Employer and apprentice declaration that the portfolio is authentic and the apprentice’s own work. Mapping record. 	No	n/a	<p>Please refer to the Padlet regarding the portfolio observation evidence submission requirements.</p> <p>MCQ test - the 26 questions answered correctly to pass must include 3 of 5 questions relating to K5, and 3 of 5 questions relating to K8.</p>
Event Assistant Standard								
Event Assistant STO168/AP01	<ul style="list-style-type: none"> Level 2 English Level 2 maths 	3 months	No – the portfolio is assessed as part of EPA	n/a	<ul style="list-style-type: none"> Performance review information (minimum of 6, maximum of 12) Feedback from leaders/peers (minimum of 6, maximum of 12) At least 1 documented project or some smaller projects A learning journal/diary with minimum monthly updates. Employer and apprentice declaration that the portfolio is authentic and 	n/a	A maximum of 8 weeks for project submission.	The project submission is followed by the professional discussion, so the full EPA window is required.

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					the apprentice's own work. • Mapping record.			
Funeral Care Standards								
Funeral Director STO584/AP01	<ul style="list-style-type: none"> Level 2 English Level 2 maths 	3 months	No	n/a	n/a	No	n/a	n/a
Funeral Team Member STO594 v1.1	<ul style="list-style-type: none"> Level 1 English Level 1 maths Portfolio of evidence 	3 months	Yes	Gateway	<ul style="list-style-type: none"> At least 1 piece of evidence relating to each KSB. A minimum of 5 and a maximum of 10 pieces of evidence. Employer and apprentice declaration that the portfolio is authentic and the apprentice's own work. Mapping record. 	No	n/a	MCQ test - The apprentice must pass both the core and specialism sections to pass overall.
Healthcare Cleaning Operative Standard								
Healthcare Cleaning Operative STO843/AP01	<ul style="list-style-type: none"> Level 1 English Level 1 maths Portfolio of evidence 	3 months	Yes	Gateway	<ul style="list-style-type: none"> At least 1 piece of evidence relating to each KSB. Mapping record. 	No	n/a	n/a
Hospitality Standards								
Hospitality Manager STO229/AP01	<ul style="list-style-type: none"> Level 2 English Level 2 maths 	2 months	No	n/a	n/a	No - refer to IfATE flexibility guidance	A minimum of 7 days for project submission prior to the professional discussion.	MCQ test - The apprentice must pass both the core and specialism sections to pass overall.

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Hospitality Supervisor STO230/AP01	<ul style="list-style-type: none"> Level 2 English Level 2 maths 	2 months	No	n/a	n/a	No	A minimum of 7 days for project submission prior to the project presentation.	MCQ test - The apprentice must pass both the core and specialism sections to pass overall.
Hospitality Team Member STO233/AP01	<ul style="list-style-type: none"> Level 1 English Level 1 maths 	2 months	No	n/a	n/a	No	A minimum of 7 days for project submission prior to the professional discussion.	MCQ test - The apprentice must pass both the core and specialism sections to pass overall.
Retail Standards								
Retailer STO327/AP01	<ul style="list-style-type: none"> Level 1 English Level 1 maths 	3 months	No	n/a	n/a	No	n/a	n/a
Retail Manager STO325/AP02	<ul style="list-style-type: none"> Level 2 English Level 2 maths 	4 months	No	n/a	n/a	No	A minimum of 5 days for project submission prior to the project presentation.	Short and extended answer knowledge test.
Retail Team Leader STO326/AP02	<ul style="list-style-type: none"> Level 2 English Level 2 maths 	3 months	No	n/a	n/a	No	A minimum of 5 days for project submission prior to the project presentation.	n/a
Team Leading and Operations or Departmental Management Standards								
Operations or Departmental Manager STO385/AP04	<ul style="list-style-type: none"> Level 2 English Level 2 maths Portfolio of evidence 	5 months	Yes	Gateway	<ul style="list-style-type: none"> At least 1 piece of evidence relating to each KSB. 	n/a	A maximum of 12 weeks for project submission following title and	The project submission is followed by a presentation,

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	<ul style="list-style-type: none"> Project title and scope 				<ul style="list-style-type: none"> Employer and apprentice declaration that the portfolio is authentic and the apprentice's own work. Mapping record. <p>Note – the project title and scope must be submitted with a signed statement from the employer to confirm its real business application.</p>		scope acceptance by PAL.	so the full EPA window is required.
Operations/ Departmental Manager STO385/AP02	<ul style="list-style-type: none"> Level 2 English Level 2 maths 	3 months	No – the portfolio is assessed as part of EPA	n/a	n/a	No	Project completed on-programme. Presentation materials to be submitted a minimum of 5 days prior to the presentation.	Version AP02 was retired for all apprentices enrolled on-programme from 21/10/2020.
Team Leader or Supervisor STO384/AP03	<ul style="list-style-type: none"> Level 2 English Level 2 maths Portfolio of evidence 	4 months	Yes	Gateway	<ul style="list-style-type: none"> At least 1 piece of evidence relating to each KSB. Employer and apprentice declaration that the portfolio is authentic and the apprentice's own work. Mapping record. 	n/a	2 weeks for presentation submission following the title being set by PAL.	n/a
Team Leader/ Supervisor STO384/AP02	<ul style="list-style-type: none"> Level 2 English Level 2 maths 		No – the portfolio is assessed as part of EPA	n/a	n/a	No	n/a	n/a