**SEN Guidance**

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**Centre Name:**

**Centre Number:**

**Apprentice Name:**

**Apprentice ENR:**

**Employer Name:**

**ULN:**

**Standard Name:**

To satisfy gateway requirements, I can confirm that based on our judgement of the apprentice’s current English and maths ability.

1. We and the employer expect the apprentice to achieve all other aspects of the apprenticeship requirements, become occupationally competent and achieve Entry Level 3 Functional Skills in ………………………………………………..before the end of their apprenticeship.
2. The apprentice has an:

(a) existing or previously issued education, health and care (EHC) plan 

(b) or a statement of special educational need (SEN) 

(c) or a learning difficulty assessment (LDA) 

(d) or has undergone an evidence-based assessment of their learning 

 difficulty or disability, conducted in a formal and structured manner by an

 appropriate professional (such as the head of Special Educational Needs (SEN)

 or an equivalent expert), resulting in the identification of a barrier.

1. We have conducted an evidenced judgement and that the apprentice will not be able to achieve English and/or maths to the minimum level within the timeframe projected.
2. We have planned how the apprentice will access further literacy and numeracy support and development, including level 1 and level 2 courses, as part of their overall training provision.
3. We have retained all elements of the judgement for any external audit.

To be signed by authorised person e.g. the head of SEN or student support.

**Name:**

**Signature:**