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| Level 3 End-point Assessment for ST0314/AP04 Public Service Operational Delivery Officer  (9717-12) |

**October 2020 Version 2.1 EPA PRO**

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| --- | --- | --- |
| Version and date | Change detail | Section/Page |
| 14/10/19 v01 | First published version |  |
| 12/11/19 v1.1 | Page 9 - Box for project approval changed to project approval submission date | Project submission form |
| Version 1.2 March 2020 | Work-Based Project Submission for Approval and Declaration of Authenticity - added IEPA box for comments | Page 10 |
| Version 1.3 April 2020 | Assessment methods numbers amended, 701/751 Work based Project Presentation; 702/752 Professional Discussion | Throughout |
| Version 2.0 April 2020 | Gateway declaration form removed |  |
| Version 2.1 October 2020 | S4, B1, B6 added to portfolio matrix | Page 8 |

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1. Introduction

### What is in this document

Recording forms to be used by End-point Assessment customers/Employers/Training providers

* Portfolio evidence matrix and declaration of authenticity
* Work-based project submission for approval and declaration of authenticity form
* Work-based project title sheet and declaration of authenticity

This document must be used alongside the Assessment Pack for Centres/ End-point Assessment Customers.

### Guidance on how to use the recording forms

Centres / End-point assessment customers / Employers / Training providers must use the forms provided by City & Guilds in the format laid out in this document.

**Portfolio Evidence matrix and declaration of authenticity**

In the evidence reference column, you should provide a clear reference to the piece of evidence that links to that area of the standard, this could be a file name, or more detailed than this. For each piece of evidence map against the appropriate standard by putting a cross in the box provided

The evidence reference form must be uploaded as a word processed document

If you are asked by the IEPA or City & Guilds to review the evidence that has been submitted, you should add to and amend the form you originally submitted

If you are resitting the assessment you should only complete the sections for any new evidence submitted

The form must be signed and dated to confirm the declaration of authenticity.

**Work-based project submission for approval form**

This form should be completed to confirm the work-based project title and scope. This document must be submitted to City & Guilds within 14 days of the apprentice going through the gateway process. The project submission form must be uploaded as a word processed document

**Work-Based Project Title Sheet and Declaration of Authenticity**

This form should be completed and included as the first page of the completed project. The form must be signed and dated to confirm the declaration of authenticity.

### 

### Assessment 701/751: Work-Based Project Submission for Approval and Declaration of Authenticity

|  |  |  |  |
| --- | --- | --- | --- |
| Apprenticeship Standard | Level 3 Public Service Operational Delivery Officer | | |
| Apprentice  name |  | Enrolment  number |  |
| Gateway submission date |  | Project approval submission date |  |

|  |
| --- |
| **Project title** |
|  |

|  |
| --- |
| **Project scope and terms of reference** |
|  |

|  |
| --- |
| **Initial project plan** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice** |  | **Date** |  |

**Employer and provider declaration:**

**I confirm that the project title and scope has a real business application and has been produced by the apprentice:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** |  | **Date** |  |
| **Provider** |  | **Date** |  |

**For City & Guilds use only - Project approval**

|  |
| --- |
| **IEPA feedback on suitability of proposed project (IEPA comments only)** |
|  |

**Approval of this project is agreed subject to the apprentice meeting the requirements of coverage of the KSBs assigned to this assessment method**

**Approval of this project is rejected on the basis that insufficient information was provided to show that coverage of the KSBs assigned** **to this assessment method could be met**

|  |  |  |  |
| --- | --- | --- | --- |
| **IEPA** |  | **Date** |  |

### Assessment 701/751: Work-Based Project Title Sheet and Declaration of Authenticity

|  |  |  |  |
| --- | --- | --- | --- |
| Apprentice  name |  | ENR  number |  |

|  |
| --- |
| **Project Title** |
|  |

**Apprentice declaration:**

**I confirm that all work submitted is my own, and that I have acknowledged any sources I have used**

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice** |  | **Date** |  |

**Employer declaration:**

**I confirm that all work was conducted under conditions designed to assure the authenticity of the apprentice’s work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the apprentice**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer name** |  | **Date** |  |
| **Employer signature** |  |

### Assessment 702/752: Portfolio Evidence Matrix and Declaration of Authenticity

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice name** |  | **ENR Number** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Evidence No** | **Evidence description** | **K3** | **S1** | **S2** | **S3** | **S4** | **S5** | **S6** | **S8** | **B1** | **B3** | **B4** | **B5** | **B6** | **B7** | **B8** | **B9** | **B11** |
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**Apprentice declaration:**

**I confirm that all work submitted is my own, and that I have acknowledged any sources I have used.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice** |  | **Date** |  |

**Employer declaration:**

**I confirm that all work was conducted under conditions designed to assure the authenticity of the apprentice’s work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the apprentice**

|  |  |  |  |
| --- | --- | --- | --- |
| **Line manager/Tutor** |  | **Date** |  |

Useful contacts

|  |  |
| --- | --- |
| Centres  Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results | E: centresupport@cityandguilds.com |
| Learners  General qualification information | E: learnersupport@cityandguilds.com |
| Other contacts  For other contacts visit the Contact Us page of our website | W: www.cityandguilds.com/help/contact-us |

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