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| City & Guilds Level 3 End-point Assessment for ST0263/AP02 Carpentry and Joinery(9079-21) |

**October 2022 Version v1.2**

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| Version and date | Change detail | Section |
| V1 | Initial input of data |  |
| V1.1 May 2022 | Amendment to declaration of authenticity employer added as signatory | Authenticity form |
| V1.2 October 2022 | Minor amendments to instructions for signing checklist | Provider&Employer checklist |

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1. Introduction

### What is in this document

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

* Declaration of authencity
* Portfolio evidence reference form: Site Carpenter
* Portfolio evidence reference form: Architectural Joiner
* Customer portfolio checklist

This document must be used alongside the Assessment Pack for Customers.

### How to use 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.

**Declaration of authenticity form**

Apprentice and customer complete and include in submission.

**Portfolio evidence reference form**

Apprentices complete the evidence type and evidence reference columns and the customer ticks the final colum for confirmation. Refer to the example below, note that evence has been used to evidence more than one criteria

Table

Description automatically generated

Customer portfolio checklist

To be included in the submission and must be completed, dated and signed for each portfolio.

Declaration of Authenticity

|  |  |  |  |
| --- | --- | --- | --- |
| Apprentice  name | Apprentice Name | Enrolment  number | 1234567 |

**Apprentice declaration:**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice** | Signature | **Date** | DD/MM/YY |

**\*Tutor/Assessor 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**

\*For any simulated evidence as per appendix 1

|  |  |  |  |
| --- | --- | --- | --- |
| **Tutor/Assessor** | Signature | **Date** | DD/MM/YY |

**\*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**

**\***for workbased evidence

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | Signature | **Date** | DD/MM/YY |

Portfolio Evidence Reference Form: Advanced Site Carpenter

|  |  |  |  |
| --- | --- | --- | --- |
| Apprentice | Name | Enrolment  number | 1234567 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Centre** | Signature | **Date completed** | DD/MM/YY |

\*Refers to simulated environment as detailed appendix 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Standard reference** | | **Evidence type**  **Apprentice** | **Evidence reference**  **Apprentice** | **Confirmation of evidence**  **Employer /Training Provider only** |
| **Provide examples of work undertaken for the skills, knowledge and behaviours in the rows below:** | | | | |
| **Core** | **S1 Safe working practices** | | | |
| S1 | Apply safe working practices in accordance with |  |  |  |
|  | current legislation |  |  |  |
|  | Health, safety and welfare and regulations |  |  |  |
|  | approved codes of practice |  |  |  |
|  | company guidance site specific requirements |  |  |  |
|  | taking account of changing circumstances |  |  |  |
|  | Apply safe working techniques when |  |  |  |
|  | * manual handling |  |  |  |
|  | * working at height |  |  |  |
|  | * using access equipment and plant such ss - fall prevention systems e.g. fall arrest, restraint and access systems, harness and scaffold |  |  |  |
| **Core** | **Maintenance of tools and equipment**  **S2, K10, K11** | | | |
| S2 | (**maintain and store only**) Apply safe storage and maintenance of hand tools, power tools and equipment (including the use of PPE, LEV and RPE) |  |  |  |
| K10 | Know how to maintain and store hand tools including tool limitations and sharpening techniques e.g. chisels, planes, hand saws, hammers |  |  |  |
| K11 | Know how to maintain power tools including the procedure for undertaking visual first use check e.g. multi-functional tool, portable circular saws, drills, saws, planers, routers, sanders, and nail guns. Know how to produce jigs. |  |  |  |
| **ASC** | **First fixing**  **Advanced Site Carpenter S8, K15** |  |  |  |
| S8/K15 | Carry out first fixing work including install complex and non -standard |  |  |  |
|  | timber frames and linings |  |  |  |
|  | floor coverings |  |  |  |
|  | flat roof decking |  |  |  |
|  | non-structural stud partitions |  |  |  |
|  | flights of stairs with turns |  |  |  |
| **ASC** | **Structural timber stud partition work**  **Advanced Site Carpenter S8** |  |  |  |
| S10 | Carry out complex structural timber stud partition work |  |  |  |
| **ASC** | **Second fixing**  **Advanced Site Carpenter S9, K16** | | | |
| S9/K16 | Carry out second fixing working including install |  |  |  |
|  | service encasements |  |  |  |
|  | cladding |  |  |  |
|  | bespoke wall and floor units, tops, cornices and fitments |  |  |  |
|  | complex spindles and handles to stairs with turns |  |  |  |
|  | side hung doors |  |  |  |
|  | ironmongery |  |  |  |
|  | timber mouldings |  |  |  |
|  | fire doors and door sets |  |  |  |
| **ASC** | **Roofs and floor joists**  **Advanced Site Carpenter S11, S12, S13, K17** | | | |
| S11/K17 | Erect complex |  |  |  |
|  | trussed rafter roofs and bracings |  |  |  |
|  | verge and eaves components |  |  |  |
|  | dormer windows to roofs |  |  |  |
| S12/K17 | Erect complex traditional roof with |  |  |  |
|  | \*trusses |  |  |  |
|  | \*purling |  |  |  |
|  | \*ridges |  |  |  |
|  | \*hips and valleys |  |  |  |
| S13 /K17 | Install Floor joists including |  |  |  |
|  | Cut to fit solid timber and coverings including |  |  |  |
|  | * planed |  |  |  |
|  | * tongue and groove (PTG) boards |  |  |  |
| **ASC** | **Structural and non-structural carpentry work**  **Advanced Site Carpenter S14, K18** |  |  |  |
| S14/K18 | Maintain structural and non-structural carpentry work including |  |  |  |
|  | doors |  |  |  |
|  | window and structural timbers |  |  |  |
|  | replace glazing |  |  |  |
|  | reinstate surfaces |  |  |  |
|  | timber doors |  |  |  |
|  | window frames |  |  |  |
|  | mouldings |  |  |  |
|  | gutterings and fixings |  |  |  |
|  | \*replace sash window sash cords |  |  |  |
| **Core** | **Communication K8** |  |  |  |
| K8 | How to communicate and work with others effectively in the workplace |  |  |  |
| **Core** | **Plan work activities K12** |  |  |  |
| K12 | How to plan work activities for self and others in order to meet schedules and deadlines |  |  |  |
| **Core** | **Behaviours**  **B1, B2, B3b, B4b, B5b, B6b,B7** |  |  |  |
| B1 | Effective communication; Oral, written, listening – especially in working with others |  |  |  |
| B2 | Team work: work effectively without supervision and give leadership to others- being willing to lead a team |  |  |  |
| B3b | Independent working: take responsibility monitoring the work of others |  |  |  |
| B4b | Logical thinking: use clear and valid reasoning when making decisions and in achieving work targets of others |  |  |  |
| B5b | Working effectively: lead others by example |  |  |  |
| B6b | Time management: use own time effectively to support effective team working |  |  |  |
| B7 | Adaptability: Be able to implement change and adjust existing requirements to meet the work instructions. |  |  |  |

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Portfolio Evidence Reference Form: Advanced Architectural joiner

|  |  |  |  |
| --- | --- | --- | --- |
| Apprentice | Name | Enrolment  number | 1234567 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Centre** | Signature | **Date completed** | DD/MM/YY |

\*Refers to simulated environment as detailed appendix 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Standard reference** | | **Evidence type**  **Apprentice** | **Evidence reference**  **Apprentice** | **Confirmation of evidence**  **Employer /Training Provider only** |
| **Provide examples of work undertaken for the skills, knowledge and behaviours in the rows below:** | | | | |
| **Core** | **S1 Safe working practices** | | | |
| S1 | Apply safe working practices in accordance with |  |  |  |
|  | current legislation |  |  |  |
|  | Health, safety and welfare and regulations |  |  |  |
|  | approved codes of practice |  |  |  |
|  | company guidance site specific requirements |  |  |  |
|  | taking account of changing circumstances |  |  |  |
|  | Apply safe working techniques when |  |  |  |
|  | * manual handling |  |  |  |
|  | * \*working at height and using access equipment and plant such as - fall prevention systems e.g. fall arrest, restraint and access systems, harness and scaffold |  |  |  |
| **Core** | **Maintenance of tools and equipment**  **S2, K10, K11** | | | |
| S2 | (**maintain and story only**) Apply safe storage and maintenance of hand tools, power tools and equipment (including the use of PPE, LEV and RPE) |  |  |  |
| K10 | Know how to maintain hand tools including tool limitations and sharpening techniques e.g. chisels, planes, hand saws, hammers |  |  |  |
| K11 | Know how to maintain and store power tools including the procedure for undertaking visual first use check e.g. multi-functional tool, portable circular saws, drills, saws, planers, routers, sanders, and nail guns. Know how to produce jigs. |  |  |  |
| **AAJ** | **Manufacture, assemble, finish and repair**  **Advanced Architectural Joiner S16, K24** |  |  |  |
| S16/K24 | Manufacture, assemble, finish and repair |  |  |  |
|  | shaped doors |  |  |  |
|  | \*fire doors |  |  |  |
|  | \*frames |  |  |  |
|  | \*straight stairs with turns |  |  |  |
| K24 | How to manufacture and repair shaped joinery products including how to interpret information related to the manufacture of shaped joinery products, how to prepare for the manufacture of shaped joinery, |  |  |  |
| **AAJ** | **Site Fix Joinery**  **Advanced Architectural Joiner S17, K25** |  |  |  |
|  | Site fix joinery products including |  |  |  |
|  | \*doors |  |  |  |
|  | \*fire doors |  |  |  |
|  | \*frames and windows |  |  |  |
| K25 | How to take site measurements and site fix joinery products including doors, frames and windows and straight stairs with turns |  |  |  |
| **AAJ** | **Fixed machinery and CAD**  **Advanced Site Carpenter S18, K26** | | | |
| S | **(maintain fixed machinery and produce CAD drawings)** |  |  |  |
| S18/K26 | \*Produce CAD drawings |  |  |  |
|  | \*Inspect and maintain fixed machinery, |  |  |  |
| **Core** | **Communication**  **K8** |  |  |  |
| K8 | How to communicate and work with others effectively in the workplace |  |  |  |
| **Core** | **Plan work activities** |  |  |  |
| **K12** | How to plan work activities for self and others in order to meet schedules and deadlines |  |  |  |
| **Core** | **Behaviours**  **B1, B2, B3b, B4b, B5b, B6b, B7** |  |  |  |
| B1 | Effective communication; Oral, written, listening – especially in working with others |  |  |  |
| B2 | Team work: work effectively without supervision and give leadership to others- being willing to lead a team |  |  |  |
| B3b | Independent working: take responsibility monitoring the work of others |  |  |  |
| B4b | Logical thinking: use clear and valid reasoning when making decisions and in achieving work targets of others |  |  |  |
| B5b | Working effectively: lead others by example |  |  |  |
| B6b | Time management: use own time effectively to support effective team working |  |  |  |
| B7 | Adaptability: Be able to implement change and adjust existing requirements to meet the work instructions. |  |  |  |

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Customer portfolio checklist

|  |  |  |  |
| --- | --- | --- | --- |
| Apprentice | Name | Enrolment  number | 1234567 |

**Provider/Employer**

**I confirm that the evidenced presented by the Apprentice is ready for End-Point Assessment.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Provider & Employer** | Name & Signature | **Date** | DD/MM/YY |

|  |  |  |
| --- | --- | --- |
| Portfolio of Evidence Checklist | | Tick when confirmed |
| Has declaration of authenticity been signed (handwritten or electronic) by all parties? |  | |
| Is all evidence Valid, Authentic, Current and Sufficient (VACS)? |  | |
| Does evidence clearly show it is the apprentice’s individual work (i.e. specific contribution in teamwork is made clear)? |  | |
| Is there sufficient quantity and quality of evidence to meet the portfolio requirements  (Portfolio will typically contain around 15 pieces of evidence). |  | |
| Has the Portfolio Evidence Reference form been completed? And has all evidence been referenced? |  | |
| Is the majority of the evidence holistic in its nature (i.e .one piece of evidence can cover more than one criteria)? |  | |
| Has the portfolio been checked to make sure there is no duplication of evidence? |  | |
| Does the portfolio showcase the apprentice’s best pieces of work? |  | |
| Are any witness testimonies or employer references tailored to the apprentice? |  | |
| Has any client/customer reference information been anonymised / permission sought? |  | |
| Have all external sources of information been appropriately documented and referenced to the original source, showing clear understanding of how they relate to the criteria? |  | |
| Has the appropriate stakeholder(s) checked whether the apprentice’s portfolio meets all the required, knowledge, skills, behaviours as listed in the evidence form? |  | |
| Additional comments if necessary | | |
|  | | |

Appendix 1

**Guidance from CITB on simulated environments**

**ST0263 Advanced Carpentry and Joinery (9079-21)**

<https://www.instituteforapprenticeships.org/apprenticeship-standards/advanced-carpentry-and-joinery-v1-1>

**Portfolio evidence**

A portfolio is a collection of pieces of evidence, gathered together on-programme, that is used as the underpinning basis of an end-point assessment method.

Acceptable types of evidence are usually defined within the end-point assessment (EPA) plan which must be adhered to.

Portfolios should capture performance in the workplace as primary evidence, unless otherwise specified.

**Simulated environments**

Capturing evidence in simulated environments is about helping ensure that there is fair opportunity for apprentices to gather evidence in exceptional circumstances.

The use of a simulated environment is limited to a defined list of part or full KSBs that the Trailblazer and Institute has agreed to, listed at the end of this guidance.

Simulated environments may only be used where apprentices are prevented from capturing evidence in the workplace. Typical causes are:

• hazards, dangerous occurrences or emergency scenarios that require controlled conditions

• a difficulty distinguishing individual performance in team situations

• suitable opportunities for performance occur infrequently, rarely, or not at all, for example a response to faults, problems, incidents, accidents

• confidentiality of third parties will be compromised, for example in some health care settings

• there are organisational constraints, for example the employer is unable to undertake relevant work due to emerging external factors outside of their control. In the first instance the employer should make every effort to access an alternative workplace environment for their apprentice

Simulated environments must:

• Afford the apprentice the opportunity to capture sufficient evidence to underpin the grading descriptors for the specific knowledge, skill or behaviour being targeted

• Have a scenario and specification of defined tasks for the apprentice to complete (or an equivalent structure/format)

• Replicate normal working conditions and the naturally occurring activities the apprentice would have likely undertaken in the workplace, as far as practicable (including time pressures, considerations, resources, materials, tools, information, interactions, communication media, lighting, noise and hazards they would reasonably encounter in employer and/or customer premises)

• Allow each apprentice to demonstrate their competence on an individual basis

Employers must confirm the exceptional circumstances for any evidence collected in a simulated environment and also verify that it is authentic, reflects the apprentice’s usual work and is fully transferable to the workplace.

**Full or part KSBS in scope for this apprenticeship**

S1 AAJ only: working at height and using access equipment and plant such as – fall prevention systems e.g. fall arrest, restraint and access systems, harnesses and scaffold

S12 ASC: Erect complex traditional roofs with trusses, purling, ridges, hips and valleys

S14 ASC: replace sash window cords

S16 AAJ: repair fire doors, frames and straight stairs with turns

S17 AAJ: site fix joinery products including doors, frames and windows

S18 AAJ: produce CAD drawings, inspect and maintain the fixed machinery.

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