Level 2 End-point Assessment for ST0295/AP01 Painter and Decorator

9080-12

**July 2021 Version 1.0**

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Introduction

### What is in this document

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

* Declaration of authenticity form
* Portfolio evidence form
* Portfolio /centre / training provider checklist.

This document must be used alongside the **9080-12 EPA Pack - Centres**.

### 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.

**Declaration of authenticity form**

Apprentice and employer / centre / training provider complete and include in submission.

**Portfolio evidence form**

Apprentices complete the evidence type and evidence reference columns and the employer/centre/ training provider ticks the final colum for confirmation.

Employer / centre / training provider portfolio checklist

Must be completed, dated and signed for each portfolio to confirm contents are ready for Gateway. Include in submission.

Declaration of Authenticity

|  |  |  |  |
| --- | --- | --- | --- |
| Apprenticename | 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**

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

Portfolio Evidence Reference Form

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Standard reference** | **Evidence type****Apprentice** | **Evidence reference****Apprentice** | **Confirmation of evidence****Employer /Training Provider only** |
| **Provide examples of work undertaken for the knowledge, skills and behaviours in the rows below:** |
| **K2** | **The characteristics of materials and their reaction to atmospheric conditions.** |
|  | Characteristics |  |  |[ ]
|  | Conditions |  |  |[ ]
| **K8** | **Methods of formal and informal communication.** |  |[ ]
|  | Communication |  |  |[ ]
|  | With others involved in project |  |  |[ ]
| **K12** | **Key factors and systems of working in different sectors, such as occupied properties, health and education facilities where residents, patients and students may be present.** |
|  | Factors |  |  |[ ]
|  | Systems of work |  |  |[ ]
| **K13** | **Key differences between modern and traditional construction methods.** |
|  | Key terminology |  |  |[ ]
|  | Construction methods - traditional  |  |  |[ ]
|  | Construction methods - modern  |  |  |[ ]
|  | Construction materials |  |  |[ ]
|  | Heritage sites |  |  |[ ]
|  | Keepers  |  |  |[ ]
|  | Building eras |  |  |[ ]
| **K14** | **Differences of each product type e.g., water-borne, solvent-borne and epoxy.** |
|  | Surface coating constituents and their functions |  |  |[ ]
|  | Liquid forms |  |  |[ ]
|  | Water-borne surface coatings |  |  |[ ]
|  | Solvent-borne surface coatings |  |  |[ ]
|  | Epoxy Coatings |  |  |[ ]
| **K15** | **Drying, curing and recoating times.** |
|  | Drying Water-borne coatings |  |  |[ ]
|  | Solvent-borne coatings |  |  |[ ]
|  | Curing |  |  |[ ]
|  | Recoating considerations |  |  |[ ]
| **K17** | **The causes of common problems, how these can be prevented and how to correct them.** |
|  | Pre application surface defects/conditions(Timber/joinery) |  |  |[ ]
|  | Ferrous and non-ferrous metals |  |  |[ ]
|  | Trowelled finishes, plasterboard and concrete |  |  |[ ]
|  | Plastics (uPVC, melamine) |  |  |[ ]
|  | Application defects |  |  |[ ]
|  | Post Application defects |  |  |[ ]
| **K18** | **Data sheets, Control of Substances Hazardous to Health sheets, method statements and risk assessments.** |
|  | Data sheets, Control of Substances Hazardous to Health sheets, method statements and risk assessments. |  |  |[ ]
| **K19** | **Difference in systems for new and pre-decorated surfaces.** |
|  | Difference in systems for new and pre-decorated surfaces. |  |  |[ ]
| **K20** | **Types of preparation methods including removal of previous coatings and wallcoverings using hand tools, power tools and chemicals.** |
|  | Metals |  |  |[ ]
|  | Timber |  |  |[ ]
|  | Plasterboard and trowelled finishes |  |  |[ ]
|  | Wallcoverings |  |  |[ ]
|  | Disposal of waste |  |  |[ ]
| **K21** | **Traditional and modern methods of making good surfaces.** |
|  | Surfaces (new and previously painted) |  |  |[ ]
|  | Fillers and stoppers |  |  |[ ]
| **K22** | **Different coating systems for metals, wood, plastic and factory finishes.** |
|  | Metals |  |  |[ ]
|  | Wood |  |  |[ ]
|  | Trowelled finishes |  |  |[ ]
|  | Plastic |  |  |[ ]
|  | Factory finishes |  |  |[ ]
|  | Wallcoverings |  |  |[ ]
| **K23** | **Techniques of application by brush, roller, pressure assisted roller and spray application.** |  |  |[ ]
|  | Brush/application techniques |  |  |[ ]
|  | Roller/application techniques |  |  |[ ]
|  | Spray/application techniques |  |  |[ ]
|  | Pads and mittens |  |  |[ ]
|  | Equipment |  |  |[ ]
| **K24** | **Specialist decorative techniques for example, graining, marbling and gilding.** |
|  | Materials |  |  |[ ]
|  | Tools |  |  |[ ]
|  | Techniques |  |  |[ ]
| **K25** | **The skills of removal and application of wallcoverings.** |
|  | Wallcovering  |  |  |[ ]
|  | Paper types |  |  |[ ]
|  | Wall coverings |  |  |[ ]
|  | Pattern types |  |  |[ ]
|  | Preparation/planning |  |  |[ ]
|  | Current/international symbols |  |  |[ ]
|  | Adhesives |  |  |[ ]
|  | Pasting/folding methods: |  |  |[ ]
|  | Pasting defects |  |  |[ ]
|  | Application defects |  |  |[ ]
|  | Paper hanging tools |  |  |[ ]
|  | Paper removal process |  |  |[ ]
| **S1** | **Prepare the work area safely providing dust sheets and protection to furniture and adjacent surfaces.** |
|  | Prepare the work area safely providing dust sheets and protection to furniture and adjacent surfaces. |  |  |[ ]
| **S4** | **Follow and maintain work procedures and method statements.** |
|  | Follow and maintain work procedures and method statements. |  |  |[ ]
| **S5** | **Make the most efficient and effective use of resources, time and materials.** |
|  | Make the most efficient and effective use of resources, time and materials. |  |  |[ ]
| **S10** | **Work to allocated times and schedules for the project.** |
|  | Work to allocated times and schedules for the project. |  |  |[ ]
| **S20** | **Prepare and strip surfaces using abrasives, chemical etchants, power sanders, heat and liquid methods.** |
|  | Prepare and strip surfaces using abrasives, chemical etchants, power sanders, heat and liquid methods. |  |  |[ ]
| **S21** | **Understand and apply powder, two- pack, surfacers and resin fillers.** |
|  | Understand and apply powder, two- pack, surfacers and resin fillers. |  |  |[ ]
| **S22** | **Use different application methods brush, roller, spray, power-assisted rollers and special effect tools.** |
|  | Use different application methods brush, roller, spray, power-assisted rollers and special effect tools. |  |  |[ ]
| **S23** | **Wallpaper using techniques for the hanging of lining paper, standard papers, digital print and wide width including matching patterns, internal and external corners.** |
|  | Wallpaper using techniques for the hanging of lining paper, standard papers, digital print and wide width including matching patterns, internal and external corners. |  |  |[ ]
| **B1** | **Their responsibilities towards their own and others safety in the workplace.** |
|  | Their responsibilities towards their own and others safety in the workplace. |  |  |[ ]
| **B2** | **A strong work ethic, motivated, reliable and adaptable.** |
|  | A strong work ethic, motivated, reliable and adaptable |  |  |[ ]
| **B3** | **Attention to detail, quality and continuous improvement.** |
|  | Attention to detail, quality and continuous improvement. |  |  |[ ]
| **B6** | **Effective communication in a team, with clients or with management.** |
|  | Effective communication in a team, with clients or with management. |  |  |[ ]

Employer / centre / training provider portfolio checklist

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

**Training Provider declaration (if appropriate):**

**I confirm that the evidenced presented by the Apprentice is ready for End-Point Assessment. It is valid, authentic, reliable and current and sufficient to meet the requirements of the relevant standard.**

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

|  |  |
| --- | --- |
| Portfolio of Evidence Checklist | Tick when confirmed |
| 1. |  Has declaration of authenticity been signed (handwritten or electronic) by all parties? |[ ]
| 2. |  Is all evidence valid, authentic, current and sufficient (VACS)? |[ ]
| 3. |  Does evidence clearly show it is the apprentice’s individual work (i.e. specific contribution in teamwork is made clear)? |[ ]
| 4. |  Does the evidence meet all the requirements and grading criteria? (Typically there should be around 15 pieces of evidence). |[ ]
| 5. |  Has the evidence reference form been completed? And has all evidence been referenced?  |[ ]
| 7. |  Is the majority of the evidence holistic in its nature (ie one piece of evidence can cover more than on criteria)? |[ ]
| 8. |  Has the portfolio been checked to make sure there is no duplication of evidence?  |[ ]
| 9. |  Does the portfolio showcase the apprentice’s best pieces of work? |[ ]
| 10. |  Are any witness testimonies or employer references tailored to the apprentice? |[ ]
| 11. |  Has any client/customer reference information been anonymised / permission sought? |[ ]
| 12. |  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?  |[ ]
| 13. |  Has the appropriate stakeholder(s) checked whether the apprentice’s portfolio meets all the required skills, behaviours as listed in the evidence form? |[ ]
|  Additional comments if necessary |
|  |