



Level 2 End-point Assessment for ST0420/AP02 Lean Manufacturing Operative – Production processing/Finishing   
(9315-25)

Provider & Employer Recording Forms Pack

Version 1

Last modified October-2021

For external use

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| Version | Summary of changes | Section |
| V1.0 October 2021 | Created | All |
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Contents

[1. Introduction 3](#_Toc86243891)

[What is in this document 3](#_Toc86243892)

[Guidance on how to use the recording forms 3](#_Toc86243893)

[2. Level 2 Lean Manufacturing Operative – Production processing/Finishing Portfolio Header and Declaration Form 4](#_Toc86243894)

[3. Portfolio of Evidence Checklist 14](#_Toc86243895)

[4. Sample Apprentice Feedback Form for Provider & Employer 16](#_Toc86243896)

[Contact Us 17](#_Toc86243897)

Introduction

What is in this document

Recording forms to be used by End-point Assessment providers/employers:

* Lean Manufacturing – Production processing/Finishing Portfolio Header and Declaration Form
* Portfolio of Evidence Checklist
* Sample Apprentice Review Form for Employers.

This document must be used alongside the End-point Assessment Pack for Providers & Employers.

Guidance on how to use the recording forms

Providers/employers must use the forms provided by City & Guilds in the format laid out in this document.

Portfolio Header and Declaration Forms

In the evidence reference column, the apprentice should provide a clear reference to the piece of evidence that links to that area of the standard, the evidence needs to be clearly referenced.

Portfolio of Evidence Checklist

City & Guilds have created a ‘portfolio checklist’ to help apprentices and centres ensure that all relevant information is accounted for. You must upload the completed evidence reference form to the EPA portal in word format.

Note: The Portfolio of Evidence Checklist must be uploaded as a word-processed document.

Sample Apprentice Review Form for Employer/provider

It is expected that the providers/employers will have regular reviews with the apprentice, this form can be used to record these meetings, or the employer/provider may devise their own forms or systems (electronic or paper-based). This form is **not** submitted to City & Guilds.

# Level 2 Lean Manufacturing Operative – Production processing/Finishing Portfolio Header and Declaration Form

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| --- | --- | --- | --- |
|  | | | |
| 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 |

**Employer representative 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.

I confirm that the evidence 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.

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| --- | --- | --- | --- |
|  | | | |
| Employer representative | Name & Signature | Date | DD/MM/YY |

**Provider declaration (if appropriate):**

I confirm that the evidence 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.

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|  | | | |
| Provider | Name & Signature | Date | DD/MM/YY |

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

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| Portfolio header form | | | | | |
| **Standard reference** | | **Write section reference(s) of where in the Portfolio this reference is covered Apprentice**  **only** | **Checked to ensure evidence is Valid Provider/**  **Employer only** | **IEPA reference check**  **IEPA only** | **IEPA notes**  **IEPA only** |
|  | | | | | |
| **K1** | Health & Safety: Relevant statutory, organisational and health and safety regulations relating to lean manufacturing operations and safe practices. |  |  |  |  |
|  | | | | | |
| **K2** | Environmental: Compliance procedures/systems in line with regulatory requirements, e.g. ISO 14001 or other relevant environmental standards. |  |  |  |  |
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| Portfolio header form | | | | | |
| **Standard reference** | | **Write section reference(s) of where in the Portfolio this reference is covered Apprentice**  **only** | **Checked to ensure evidence is Valid Provider/**  **Employer only** | **IEPA reference check**  **IEPA only** | **IEPA notes**  **IEPA only** |
| **K3** | Production: Their individual roles and responsibilities within the organisation and the flexibility required to deliver products to meet customers costs/delivery targets/requirements, e.g. Just in time (JIT). |  |  |  |  |
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| **K5** | Process equipment monitoring, data collection, error proofing and operating procedures, e.g. ISO 9002 or other relevant quality standards. |  |  |  |  |
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| Portfolio header form | | | | | |
| **Standard reference** | | **Write section reference(s) of where in the Portfolio this reference is covered Apprentice**  **only** | **Checked to ensure evidence is Valid Provider/**  **Employer only** | **IEPA reference check**  **IEPA only** | **IEPA notes**  **IEPA only** |
| **K6** | Problem Solving: The tools and methods of effective problem-solving using data, reports and documents to resolve production related issues, e.g. A3 report, graphs, matrices and escalate concerns. |  |  |  |  |
|  | | | | | |
| **K7** | Continuous Improvement: How to study and identify ways to improve the safety, quality, cost or process efficiency using lean manufacturing tools, e.g. kaizen. |  |  |  |  |
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| Portfolio header form | | | | | |
| **Standard reference** | | **Write section reference(s) of where in the Portfolio this reference is covered Apprentice**  **only** | **Checked to ensure evidence is Valid Provider/**  **Employer only** | **IEPA reference check**  **IEPA only** | **IEPA notes**  **IEPA only** |
| **S2** | Environmental: Comply with environmental procedures and systems and contribute to the achievement of specific standards e.g. ISO 14001 or other relevant environmental standards and use the 4R’s (Reduce, Re-use, Recycle, Recover) where possible. |  |  |  |  |
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| Portfolio header form | | | | | |
| **Standard reference** | | **Write section reference(s) of where in the Portfolio this reference is covered Apprentice**  **only** | **Checked to ensure evidence is Valid Provider/**  **Employer only** | **IEPA reference check**  **IEPA only** | **IEPA notes**  **IEPA only** |
| **S6** | Problem Solving: Demonstrate their ability to identify and resolve problems within the lean manufacturing environment using effective problem-solving tools and techniques. Manage problems that may occur during the manufacturing process within the limits of their responsibility and escalate as appropriate. |  |  |  |  |
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| Portfolio header form | | | | | |
| **Standard reference** | | **Write section reference(s) of where in the Portfolio this reference is covered Apprentice**  **only** | **Checked to ensure evidence is Valid Provider/**  **Employer only** | **IEPA reference check**  **IEPA only** | **IEPA notes**  **IEPA only** |
| **S7** | Continuous Improvement: Generate ideas and contribute to process improvement activities individually or as part of a team through fact finding and analysis to improve the safety, environment, quality, cost or production process. Identifying and eliminating the 7 wastes (defects, over production, transportation, waiting, inventory, motion and processing). |  |  |  |  |
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| Portfolio header form | | | | | |
| **Standard reference** | | **Write section reference(s) of where in the Portfolio this reference is covered Apprentice**  **only** | **Checked to ensure evidence is Valid Provider/**  **Employer only** | **IEPA reference check**  **IEPA only** | **IEPA notes**  **IEPA only** |
| **S8** | Communication: Demonstrate communication skills which include oral, written, electronic (PC), information boards or visual displays to effectively share information. |  |  |  |  |
|  | | | | | |
| **B1** | Punctual, reliable and takes responsibility for their own actions. |  |  |  |  |
|  | | | | | |
| **B3** | Respond positively to change in the working environment. |  |  |  |  |
|  | | | | | |
| **B4** | Integrates within the team and supports others. |  |  |  |  |
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| Portfolio header form | | | | | |
| **Standard reference** | | **Write section reference(s) of where in the Portfolio this reference is covered Apprentice**  **only** | **Checked to ensure evidence is Valid Provider/**  **Employer only** | **IEPA reference check**  **IEPA only** | **IEPA notes**  **IEPA only** |
| **B5** | Can work independently and effectively in challenging situations. |  |  |  |  |
|  | | | | | |
| **B7** | An open and honest communicator. |  |  |  |  |
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| **B8** | Listens to other people’s opinions. |  |  |  |  |
|  | | | | | |
| **B9** | A positive and respectful attitude. |  |  |  |  |
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| **B11** | Seeks opportunities to develop and adapt to different situations, environments or technologies. |  |  |  |  |
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| Portfolio header form | | | | | |
| **Standard reference** | | **Write section reference(s) of where in the Portfolio this reference is covered Apprentice**  **only** | **Checked to ensure evidence is Valid Provider/**  **Employer only** | **IEPA reference check**  **IEPA only** | **IEPA notes**  **IEPA only** |
| **K25** | Describes the tools and equipment used for the processing/finishing operations undertaken and how to check that they are in a safe and usable condition. |  |  |  |  |
|  | | | | | |
| **K28** | Explains the procedure for the recovery or restart of manufacturing due to quality or process concern, e.g. reporting process. |  |  |  |  |
|  | | | | | |
|  | **IEPA only** | **Notes of any themes or areas to follow up in Professional Discussion** | | | |
|  | | | | | |

Portfolio of Evidence Checklist

City & Guilds have created a ‘portfolio checklist’ to help apprentices and centres ensure that all relevant information is accounted for. You must upload the completed evidence reference form to the EPA portal in word format.

|  |  |  |
| --- | --- | --- |
| Apprentice Portfolio of Evidence Checklist | | Tick when confirmed |
| 1. | Is all evidence signed by the apprentice and dated? \*  E-signatures are also acceptable |  |
| 2. | Is all evidence valid, authentic, current and sufficient (VACS)? |  |
| 3. | Does evidence clearly show it is the apprentice’s individual work (and if involved in teamwork, is it clear what specific contribution the apprentice made)? |  |
| 4. | Does the evidence clearly demonstrate the apprentice’s relevant knowledge? |  |
| 5. | Has the apprentice used the evidence reference form? And has all evidence been referenced, where applicable? |  |
| 6. | Does it showcase the apprentice’s best pieces of work? |  |
| 7. | Have duplicate and irrelevant pieces of evidence been removed? |  |
| 8. | Is there sufficient evidence to cover the whole of the KSBs and grading descriptors that are referenced? |  |
| 9. | Are any witness testimonies or employer references tailored to the apprentice, where applicable? |  |
| 10. | Has any client/customer reference information been anonymised? |  |

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| Apprentice Portfolio of Evidence Checklist | | | Tick when confirmed | |
| 11. | | Are all external sources of information appropriately documented and referenced to the original source, showing clear understanding of how they relate to the criteria? |  | |
| 12. | | Has the appropriate stakeholder(s) e.g. employer/training provider checked whether the apprentice’s portfolio meets all the required criteria and grading descriptors? |  | |
| \* where witness testimonies are included as a piece of evidence, these do not need to be signed by the apprentice but instead must be signed/authenticated as outlined in the rest of the EPA pack | | | | |
| **Reminder:**  You must upload the completed ‘Portfolio of Evidence Checklist’ to EPA Pro in Word format. | | | | |

Sample Apprentice Feedback Form for Provider & Employer

It is expected that the employer will have regular reviews with the apprentice. This sample Apprentice Feedback Form for Providers & Employers can be used to record these meetings or employers/providers may devise their own forms or systems (electronic or paper-based).

**NB**: This form is not submitted to City & Guilds.

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| --- | --- | --- | --- |
|  | | | |
| **Apprentice name** |  | **Enrolment number** |  |
| **Assessment method & title** |  | | |
| **Provider/Employer** |  | **Date of End-point Assessment** |  |

|  |  |
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| Task / AO | Feedback |
|  |  |
|  |  |

# Contact Us

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| --- | --- |
| EPA Gateway Team: Initial Reservation & Gateway | [epa.gateway@cityandguilds.com](mailto:epa.gateway@cityandguilds.com) |
| EPA Events Team: Bookings & Cancellations (Post Gateway) | [EPA@cityandguilds.com](mailto:EPA@cityandguilds.com) |
| EPA Customer Success Team: Including EPA Pro support | [onboardingEPA@cityandguilds.com](mailto:onboardingEPA@cityandguilds.com) |
| Technical Advisors: Sector Specific Guidance | [Technical Advisors contact details](http://www.cityandguilds.com/whatwe-offer/centres/technical-advisors) |
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