Level 3 Heavy Vehicle Service and Maintenance Technician

End-point Assessment

(9302-12/13)

**May 2021, v1.1**

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Introduction

### What is in this document

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

* End-point Assessment gateway declaration form
* Heavy vehicle inspection sheet (for reference only)
* Generic job card (for reference only)
* Apprentice details form
* Declaration of logbook authenticity.

This document must be used alongside the **9302 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.

**Gateway form**

This must be completed with the Apprentice and submitted to City & Guilds as part of the End-point Assessment booking process.

**Evidence reference form**

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.

If you are asked by the Independent End-point Assessor or City & Guilds to review the evidence that has been submitted, you should add to and amend the form you originally submitted.

If the assessment is a resit, only the sections for any new evidence submitted should be completed.

End-point Assessment gateway declaration form

Please complete this form to confirm that all parties are satisfied that the apprentice has met the gateway requirements and can be put forward for end-point assessment (EPA) with City & Guilds.

|  |  |  |  |
| --- | --- | --- | --- |
| Apprenticeship Standard |  | Start date |  |
| **Apprentice name** |  | **Enrolment number** |  |

|  |  |
| --- | --- |
| **Entry Requirement** | **Achieved (Yes/No)** |
| The apprentice has completed a minimum of 20% off-the-job training. |  |
| The apprentice has completed a Logbook, used to inform the Professional Discussion. |  |
| The apprentice holds level 2 in English and Maths. |  |

Providers must submit evidence of achievement to us for each gateway requirement. It is the provider’s responsibility to keep auditable evidence of these requirements. Without appropriate evidence, we will not be able to complete your booking or carry out the EPA. Customers may still be charged.

|  |  |  |
| --- | --- | --- |
| **Previous EPA** | | |
| Has the apprentice taken any assessments as part of the EPA for this apprenticeship standard with any other EPA organisation? | |  |
| **If yes** | | |
| Which EPA organisation was this? |  | |
| What was the date(s) of the EPA? |  | |
| What grade(s) was issued, eg fail/pass/merit/distinction? |  | |

**Employer and provider declaration**

**I confirm that the gateway meeting has been carried out to confirm that the apprentice:**

**Has achieved all EPA gateway requirements as listed above and has the knowledge, skills and behaviours required by the apprenticeship standard and is eligible for EPA.**

**Has been employed throughout their apprenticeship.**

**Will have completed a minimum of 12 months and one day on-programme before the first EPA event with City & Guilds.**

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

**Apprentice declaration:**

**I confirm that I have gone through a gateway process to check that I am eligible for EPA.**

**I give City & Guilds permission to apply to the ESFA and the Institute for Apprenticeships for the apprenticeship certificate on my behalf when I complete EPA successfully.**

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

Providers should submit the completed form to us through the EPA portal. Please refer to the **Manual for the End-Point Assessment Service** for details, including timeframes.

9302-700/750 Heavy vehicle inspection sheet

|  |  |
| --- | --- |
| Tachograph calibration date |  |
| Speed limiter label fitted and legible | Y / N |
| Vehicle reg No |  |
| Odometer reading |  |

If any items on the sheet are not available on the vehicle inspected, mark as **N/A**.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **OK** | **Defects found** | **Tick if unroadworthy** | |
| **INSIDE CAB** | Check for previous faults recorded in defect book |  | *Assessor to question apprentice about the importance of identifying previous defects* | |  |
| Vehicle plating certificate present |  |  | |  |
| Cab floor, step & interior condition |  |  | |  |
| Check seats & seat belts |  |  | |  |
| Windscreen, windows & mirrors |  |  | |  |
| Wipers & washers |  |  | |  |
| Speedometer and tachograph condition |  |  | |  |
| Horn, switches & additional controls |  |  | |  |
| Panel and interior lights |  |  | |  |
| Driving controls & power steering operation |  |  | |  |
| Steering wheel & column for play & condition |  |  | |  |
| Air/vacuum warning and build up |  |  | |  |
| Brake pedal operation, creep and wear |  |  | |  |
| Handbrake control & wear |  |  | |  |
| Brake operation/efficiency |  | *Assessor to question apprentice about brake efficiency testing* | |  |
| Doors, hinges, check straps & catches |  |  | |  |
| **GROUND LEVEL** | Road wheels, hubs and nuts |  |  | |  |
| Tyre condition and tread depth |  |  | |  |
| Wheel bearings and king pins |  |  | |  |
| Bumper bars, spray suppression |  |  | |  |
| Locker and compartment doors (if fitted) |  |  | |  |
| Condition of bodywork & load restraints |  |  | |  |
| Externally mounted equipment (if fitted) |  |  | |  |
| Battery security and visual condition |  |  | |  |
| Headlamp operation & alignment |  |  | |  |
| Side lamps front & rear, number plate & rear fog lamps |  |  | |  |
| Side marker & outline lamps |  |  | |  |
| Direction indicators & stop lamps |  |  | |  |
| Hazard warning, fog & spot lamps |  |  | |  |
| Number plates, reflectors & rear marking plates |  |  | |  |
| Side & underrun guards |  |  | |  |
| Smoke emission (visual only) |  |  | |  |
| **UNDER VEHICLE** | Cab mountings |  |  | |  |
| Engine and gearbox mountings |  |  | |  |
| Oil, coolant & other fluid leakage |  |  | |  |
| Exhaust and cooling system security |  |  | |  |
| Body security/condition |  |  | |  |
| Chassis frame condition |  |  | |  |
| Fuel system and tank(s) |  |  | |  |
| Electrical wiring |  |  | |  |
| Braking system |  |  | |  |
| Suspension springs shackles, 'U' bolts & air bags |  |  | |  |
| Shock absorber/damper, leakage and security |  |  | |  |
| Steering mechanism |  |  | |  |
| Universal joints and propshaft condition |  |  | |  |
| Spare wheel & carrier security (if fitted) |  |  | |  |
| Load sensing & anti-skid devices |  |  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| I consider this vehicle has been inspected.   * The vehicle is now in a safe and roadworthy condition. * The vehicle is in an unroadworthy condition. | | | |
| Apprentice Name: |  | | |
| Signature: |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Assessor Name: |  | | |
| Signature: |  | Date: |  |

9302-700/750 Generic Job Card

**Apprentice Name**: **Date:** \_\_\_ / \_\_\_ / \_\_\_\_\_

|  |  |
| --- | --- |
| **1. Vehicle details** | **Task Information** |
| **Vehicle make:**  **Model**:  **VIN:**  **Start time:**   **Finish Time:** | **Task number:**  **Task title:** |
| **2. Vehicle technical data** | |
| *Apprentices only need to include key technical data they have used for the assessment.*   1. Technical data: 2. Technical data: 3. Technical data: | |
| **3. Apprentice to provide a brief overview of how the work was undertaken** | |
| * *Can be completed electronically or by hand* * *Provide an overview of what you did during this task* | |
|  | |
|  | |
|  | |
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|  | |
|  | |
| **4. Assessment feedback** | |
| *The assessor is not expected to write a great deal here but identify key points about the assessment linked to the 5 numbers below only where necessary to support the assessment outcome.*   1. Apprentice worked safely and in line with soft skills and behaviour 2. Used the correct data when needed 3. Equipment used correctly to diagnose 4. Assessment completed or needed to be stopped 5. Any questions asked to confirm competences | |
|  | |
|  | |
|  | |

**IEPA Signature**: **Date:** \_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_\_

Apprentice details

Please fill in all of your details before you carry out any assessments.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Apprentice Details** | | | | | | |
| Surname |  | | |  | Forename(s) |  |
|  | | | | | | |
| City & Guilds enrolment number | | |  | | | |
|  | | | | | | |
| **Centre Details** | | | | | | |
| Name | |  | |  | Centre No |  |
|  | | | | | | |

I understand the requirements of the qualification and that all the work towards the assessments must be my own.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Apprentice signature** |  | | | |
|  | | | | |
| **Independent End-point Assessor name**  (please print) |  |  | Signed |  |
|  | | | | |
|  |  | | Date |  |

Declaration of logbook authenticity

|  |  |  |  |
| --- | --- | --- | --- |
| Apprentice  name |  | Enrolment number |  |
| **Apprenticeship** | Level 3 Heavy Vehicle Service and Maintenance Technician (9302-12) | | |

**Apprentice declaration:**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

**Tutor/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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Signature** |  | **Date** |  |