End-Point Assessment Declaration Form

This form must be completed by centres / EPA customers who wish to complete the EPA at their centre/site

| Centre / EPA customer name |  | Centrenumber |  |
| --- | --- | --- | --- |

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| --- | --- |
| **Please indicate which EPA you are intending on running:** | **🗸** |
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|  |  |

**I confirm that our centre / EPA customer meet both the venue & equipment requirements to support End-point Assessment for the above occupations**

|  |  |
| --- | --- |
| **Name** |  |
| **Job role** |  |
| **Signature** |  | **Date** |  |

**If any parts of or all of the assessment is taking place at a different location(s) / venue(s) to your centre / EPA customer address, please list the details below**

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| --- |
| **Venue 1** |
| **Name** |  |
| **Address** |  |

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| --- |
| **Venue 2** |
| **Name** |  |
| **Address** |  |

**I can confirm that as centre/EPA customer we have all the required equipment to offer the following assessment methods remotely in line with the guidance outlined in the Manual for the end-point assessment service**

| Assessment method | Tick to confirm remote assessment |
| --- | --- |
| Professional review |  |

### **End-point Assessments**

Apprentices are expected to achieve a number of EPAs to conclude their apprenticeship. All EPAs are formal summative assessments that conclude the apprenticeship programme. The 9304 apprenticeship is assessed in a number of ways to provide a clear indication of the apprentice’s knowledge and skills. For this apprenticeship the following assessment methods need to be achieved:

* online knowledge tests
* practical observation
* professional review.

### The focus of the EPA is for the apprentice to fully demonstrate the values, knowledge, skills and behaviours set out in the apprenticeship standard at the level of professional competence in authentic workplace contexts.

### **Remote Assessment**

Remote assessment is live assessment that is supported by technology where the IEPA and the apprentice are not in the same physical location when the assessment takes place.

For this Apprenticeship, only the professional review can be conducted remotely.

# X:\G Drive\Marketing2\Brand\1.UK Rebrand\FINAL C&G LOGO\City & Guilds Logo\Print\Colour\CMYK\JPEG\C&G_Logo_CMYK.jpg**End-point Assessment Resources list**

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| --- |
| **Resource required** |
| Knowledge tests | * Suitable IT systems for evolve as outlined in the manual for end-point assessment services
* An invigilator
* A quiet room with adequate lighting, space and privacy. It must be away from the pressures of work activities, in a controlled environment. This may be on or off the employer’s premises.
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| Practical Observation | * Lifting and supporting equipment capable of both wheel free and non-wheel free operation
* Additional lifting equipment to include jacks, axle stands
* Tyre changing equipment with run flat tyre capability
* Tyre repair materials and equipment
* Wheel balancing equipment
* wheel alignment with the ability to measure caster and camber
* Diagnostic / scan tool with reset capability – TPMS ability
* Proprietary battery tester
* Specialist brake measuring and bleeding tools
* Personal Protective Equipment (PPE)
* Vehicle Protective Equipment (VPE)
* Proprietary vehicle technical data
* Torque wrenches
* Coolant tester
* Cleaning materials
* Hydraulic/Pneumatic Spring compressing equipment
* Hand Tools and other general equipment typically found in a professional workshop
* Access to workplace procedures, policies and support materials relating to the apprentice’s workplace
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| Professional Review | * A suitable room for the professional review to take place, large enough to accommodate all those involved.
* Seating area or room for any other apprentices to wait.
* Access to water and cups.
* Where applicable, internet access and suitable equipment for remote assessment as outlined in the manual for end-point assessment services.
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