

City & Guilds Level 3 End-point Assessment for ST0403/AP01 Vehicle Damage Panel Technician   
(9322-12)

Provider & Employer Recording Forms Pack

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Version 1.1

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For external use



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Introduction

What is in this document

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

* Vehicle Damage Panel Technician 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 provider/employer 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 3 Vehicle Damage Panel Technician Portfolio Header and Declaration Form

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| 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.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| 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.

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

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

| 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 | Motor vehicle chassis and body alignment, e.g., underbody measurement and its impact on suspension and steering geometry |  |  |  |  |
|  | | | | | |
| K2 | Vehicle body types, panel identification, safety systems, materials and alternative fuel |  |  |  |  |
|  | | | | | |
| K3 | Use of Body Panel Repair tools, equipment and devices used in the process e.g., alignment jigs, resistance welding equipment, riveting and bonding tools |  |  |  |  |
|  | | | | | |
| K4 | Removal and replacement of body panels and associated parts e.g., mechanically fixed components, chemically fixed components |  |  |  |  |
|  | | | | | |
| K5 | Interpretation of technical data for joining techniques and replacement panels |  |  |  |  |
|  | | | | | |
| K6 | Quality control process and the implications of poor quality |  |  |  |  |
|  | | | | | |
| K7 | Knowledge of key process for vehicle panel repair such as Welding utilising either Tungsten, Inert Gas (TIG) and Metal, Inert Gas (MIG) & brazing along with spot welding, riveting utilising self-piercing rivets and utilising panel adhesive bonding as specified by the manufacturer |  |  |  |  |
|  | | | | | |
| K8 | Health & Safety and compliance requirements of the bodyshop industry |  |  |  |  |
|  | | | | | |
| K9 | Their direct commercial productivity and efficiency impact of their role within the whole repair process. e.g. understanding the cost of mistakes and the need for accuracy. The impact of rework on resources and reputation |  |  |  |  |
|  | | | | | |
| S1 | Ability to undertake appropriate job preparation prior to commencing repair, including safety precautions, panel preparation and body measurements |  |  |  |  |
|  | | | | | |
| S2 | Ability to identify the material used in the construction to enable the correct joining techniques and manufacturer specifications to be adhered to |  |  |  |  |
|  | | | | | |
| S3 | Ability to interpret relevant technical data and methods to make sure that any joints are in line with vehicle manufacturer specification and the vehicle/body panels are aligned correctly |  |  |  |  |
|  | | | | | |
| S4 | Ability to identify and understand the correct joining technology, e.g., when to use resistance spot welding or mig brazing or bonding |  |  |  |  |
|  | | | | | |
| S5 | Ability to remove, repair and replace vehicle body panels and components of the vehicle safely and efficiently |  |  |  |  |
|  | | | | | |
| S6 | Ability to identify and operate the correct repair tools, equipment and devices used in the process, panel pulling systems, jig and alignment tools, spot welders, brazing tools |  |  |  |  |
|  | | | | | |
| S7 | Ability to identify and communicate supplementary damage such as panels that were deemed to be reparable but once worked on were found to be beyond repair, along with damage that could not be established on original inspection |  |  |  |  |
|  | | | | | |
| S8 | Ability to detect and rectify faults within a vehicle’s structure that’s integral to its safety |  |  |  |  |
|  | | | | | |
| B1 | Use all the knowledge and skills developed to carry out tasks in a safe and efficient manner, complying with all business operating procedures and policies |  |  |  |  |
|  | | | | | |
| B2 | Operate as an effective team member and take responsibility, be honest and accountable when things go wrong, tracking their own progress and informing others if deadlines are at risk |  |  |  |  |
|  | | | | | |
| B3 | Proactively find opportunities to learn about the wider business |  |  |  |  |
|  | | | | | |
| B4 | Commitment to customer service and meeting deadlines by being flexible with their time and willingness to engage on tasks outside of their job role to ensure goals are met |  |  |  |  |
|  | | | | | |
| B5 | Take responsibility for personal and professional development, keeping knowledge and skills up to date with emerging technology to perform the role effectively |  |  |  |  |
|  | | | | | |
| B6 | Anticipate problems and put steps in place to avoid them; where problems do occur, explore and address the cause |  |  |  |  |
|  | | | | | |
| B7 | Demonstrate the ability to effectively communicate |  |  |  |  |

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 Providers & Employers

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.

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

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

# Contact Us

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