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| Level 3 End-point Assessment for ST0115/AP02 IT Technical Salesperson(9705-12) |

**August 2021 – Version 1.1**

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| Version and date | Change detail | Section |
| Version 1.0 November 2020 | Document created for EPA Pro use |  |
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# Introduction

### What is in this document

Recording forms to be used by End-point Assessment Customers / Employers, including:

* Summative Portfolio – declaration of authenticity
* Employer Reference form

This document must be used alongside the End-point Assessment Pack for centres/ End-point assessment customers / employers / training providers.

### How to use forms

Centres / End-point Assessment Customers / Employers / Training Providers must, unless stated otherwise, use the forms provided for them by City & Guilds in the format laid out in this document.

**Summative Portfolio – declaration of authenticity**

This must be completed by the apprentice, employer and centre/training provider to confirm that the portfolio work is the apprentice’s own, that any sources have been acknowledged and that all work was conducted under conditions designed to assure the authenticity. The completed form must be submitted to City & Guilds as part of the End-point assessment booking process.

**Employer Reference form**

This must be completed by the employer relating to the apprentice’s work, particularly to behaviours shown in the workplace that are assessed in the Synoptic Project and Interview, as defined in the Standard. The completed form must be submitted to City & Guilds as part of the End-point assessment booking process.

# Recording forms

The following recording forms are included in this section:

**Centres / End-point Assessment Customers / Employers / Training Providers Forms**

* + Summative Portfolio – declaration of authenticity
	+ Employer Reference form

Summative Portfolio – Declaration of Authenticity

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

**Line manager / training provider 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.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Line manager / training provider** | NameSignature  | **Date** | DD/MM/YY |

Employer Reference Form

|  |  |  |  |
| --- | --- | --- | --- |
| ****Apprenticeship Standard Title**** | ****Level 3 IT Technical Salesperson****  | ****Start date DD/MM/YY**** |  |
| **Apprentice****name** |  | **Enrolment** **number** |  |

Please give your assessment of the apprentice’s performance against the following criteria:

|  |  |
| --- | --- |
| **Criteria** | **Commentary / Evidence** |
| Skills / Competencies, (TC) the apprentice has displayed | Employers mayfind it helpful to refer to the following specific skills/competencies in the Standard when considering their comments: TC1-TC11 |
| How the apprentice has used their knowledge, (TKU) | Employers mayfind it helpful to refer to the following specific Knowledge areas in the Standard when considering their comments: TKU1-TKU11 |
| How the apprentice has carried out their duties – the Skills, Attitudes and Behaviours, (SAB) demonstrated | Employers mayfind it helpful to refer to the following in the Standard when considering their comments: SAB1-SAB10 |

Please continue on a separate sheet if required.

**Employer declaration:**

**I confirm that the above statements are accurate for this apprentice and are based on this apprenticeship Standard. Any additional documentation to support these statements is attached. I confirm that the apprentice has reach a standard to meet the requirements in the above-named standard and has produced work independently, which is included in the apprentice’s portfolio submission.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer**  | Name & Signature | **Date**  | DD/MM/YY |
| **Job Title and contact details** |  |
| **Professional relationship to apprentice** |  |



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