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| Level 3 End-point Assessment for ST0607/AP02 Metal Fabricator (9345-12) |

**July 2021 Version 4.0**

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| Version | Change detail | Section |
| September 2020 v1.0 | 1st published | All |
| November 2020 v2.0 | Gateway form removed |  |
| June 2021 v3.0 | K23 added, removed authenticity section of forms, and retitled Header forms as Evidence Matrix |  |
| July 2021 v4.0 | Authenticity confirmation added to form |  |

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1. Introduction

### What is in this document

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

* Evidence Matrix for the Portfolio

This document must be used alongside the Assessment Pack for Centres/End-point Assessment Customers/Employers.

### How to use forms

Centres/ End-point Assessment Customers/ Employers must use the forms provided by City & Guilds in the format laid out in this document.

**Evidence Matrix**

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

**Note: The evidence matrix form must be uploaded as a word-processed document.**

Metal Fabricator Evidence Matrix (for the Portfolio)

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

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

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| Standard reference | | Write section reference(s) of where in the Portfolio this reference is covered Apprentice  only | Checked to ensure evidence is Valid Employer/  Centre only | IEPA reference check  IEPA only | IEPA notes  IEPA only |
|  | | | | | |
| K1 | The importance of complying with statutory, quality, organisational and health and safety regulations |  |  |  |  |
|  | | | | | |
| K2 | General engineering mathematical and scientific principles, methods, techniques, graphical expressions, symbols formulae and calculations |  |  |  |  |
|  | | | | | |
| K3 | The structure, properties and characteristics of common materials |  |  |  |  |
|  | | | | | |
| K4 | The typical problems that may arise within their normal work activities/environment |  |  |  |  |

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| **K5** | Approved diagnostic methods and techniques used to help solve engineering problems |  |  |  |  |
|  | | | | | |
| **K7** | The different roles and functions in the organisation and how they interact |  |  |  |  |
|  | | | | | |
| **K8** | Why it is important to continually review fabrication and general engineering processes and procedures |  |  |  |  |
|  | | | | | |
| **K10** | Processes for preparing materials to be marked out |  |  |  |  |
|  | | | | | |
| **K12** | Allowances for cutting, notching, bending, rolling and forming materials |  |  |  |  |
|  | | | | | |
| **K13** | Describe pattern development processes, tooling and equipment |  |  |  |  |
|  | | | | | |
| **K14** | Describe cutting and forming techniques, tooling and equipment |  |  |  |  |
|  | | | | | |
| **K15** | Describe assembly and finishing processes, tooling and equipment |  |  |  |  |
|  | | | | | |
| **K16** | Inspection techniques that can be applied to check shape and dimensional accuracy |  |  |  |  |
|  | | | | | |
| **K17** | Factors influencing selection of forming process |  |  |  |  |
|  | | | | | |
| **K18** | Principles, procedures and testing of different joining techniques (Mechanised or Manual) |  |  |  |  |
|  | | | | | |
| **K21** | Effects of heating and cooling metals |  |  |  |  |
|  | | | | | |
| **K22** | Metallurgy associated with joining |  |  |  |  |
|  | | | | | |
| **K23** | Different types of welds and joints |  |  |  |  |
|  | | | | | |
| **S1** | Work safely at all times, comply with health & safety legislation, regulations and organisational requirements |  |  |  |  |
|  | | | | | |
| **S4** | Carry out relevant planning and preparation activities before commencing work activity |  |  |  |  |
|  | | | | | |
| **S6** | Carry out the required checks (such as quality, compliance or testing) using the correct procedures, processes and/or equipment |  |  |  |  |
|  | | | | | |
| **S7** | Deal promptly and effectively with problems within the limits of their responsibility using approved diagnostic methods and techniques and report those which cannot be resolved to the appropriate personnel |  |  |  |  |
|  | | | | | |
| **S8** | Complete any required documentation using the defined recording systems at the appropriate stages of the work activity |  |  |  |  |
|  | | | | | |
| **S11** | Mark out using appropriate tools and techniques |  |  |  |  |
|  | | | | | |
| **S15** | Carry out the relevant preparation before starting the joining fabrication activity |  |  |  |  |
|  | | | | | |
| **S16** | Set up, check, adjust and use joining and related equipment |  |  |  |  |
|  | | | | | |
| **B1** | Personal responsibility and resilience – Comply with the health and safety guidance and procedures, be disciplined and have a responsible approach to risk, work diligently regardless of how much they are being supervised, accept responsibility for managing time and workload and stay motivated and committed when facing challenges. |  |  |  |  |
|  | | | | | |
| **B2** | Work effectively in teams – Integrate with the team, support other people, consider implications of their own actions on other people and the business whilst working effectively to get the task completed. |  |  |  |  |
|  | | | | | |
| **B3** | Effective communication and interpersonal skills – An open and honest communicator, communicates clearly using appropriate methods, listen well to others and have a positive and respectful attitude. |  |  |  |  |
|  | | | | | |
| **B4** | Focus on quality and problem solving – Follow instructions and guidance, demonstrate attention to detail, follow a logical approach to problem solving and seek opportunities to improve quality, speed and efficiency. |  |  |  |  |
|  | | | | | |
| **B5** | Continuous personal development – Reflect on skills, knowledge and behaviours and seek opportunities to develop, adapt to different situations, environments or technologies and have a positive attitude to feedback and advice. |  |  |  |  |
|  | | | | | |
|  | **IEPA only** | **Notes of any themes or areas to follow up in Professional Discussion** | | | |
|  | | | | | |

Useful contacts

|  |  |
| --- | --- |
| Centres  Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results | E: centresupport@cityandguilds.com |
| Learners  General qualification information | E: learnersupport@cityandguilds.com |
| Other contacts  For other contacts visit the Contact Us page of our website | W: www.cityandguilds.com/help/contact-us |

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