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| Level 2 End-point Assessment for ST0233/AP01 Hospitality Team Member - Food Production(9083-14) |

**Version 3 December 2021**

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|  End-Point Assessment Recording Forms  |
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| Version and date | Change detail | Section |
| V1.1 July 2018 | Update of text and formatting of Gateway form and new logos.  | Gateway form |
| V1.2 August 2018 | Amendment to Employer and Provider Declaration paragraph | Gateway form |
| V1.3 October 2018 | Added entry requirements to gateway form  | Gateway form |
| V1.4 January 2019 | Added requirements to gateway form | Gateway form |
| V1.5 July 2019 | Employer and provider declaration: page updated | Declaration of Authenticity Form |
| V2.0 April 2020 | Gateway declaration form removed |  |
| V3.0 December 2021 | Amended document title to include Standard and Assessment Plan referencesRemoved reference to Evidence MatrixUpdated Business Project Proposal and Brief form | Front pagePage 4Page 5 |

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1. Introduction

### What is in this document

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

* Business Project Proposal and Brief recording form Task 1
* Business Project recording form Task 2
* Business Project Declaration of Authenticity

This document must be used alongside the Assessment Pack for Centres/Training providers.

### How to use the 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.



**Level 2 Hospitality team member**

Assessment 713/763: Business Project Proposal and Brief recording form

Task 1

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| --- | --- | --- | --- |
| **Apprentice Name** |  | **Assessment date** |  |

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| **Business Brief** |
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| **Business Project Proposal** |
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| **IEPA Approval/Feedback** |
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 **Level 2 Hospitality team member**

Assessment 713/763: Business Project recording form

Task 2

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice Name** |  | **Assessment date** |  |

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| **Business Project** |
| **Summary**  |
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| **Introduction** |
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| --- |
| **Business Project** |
| **Content**  |
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| **Business Project** |
| **Conclusion and recommendations**  |
|  |
| **References**  |
|  |

**Level 2 Hospitality Team Member**

Assessment 713/763: Business Project Declaration of Authenticity

|  |  |  |  |
| --- | --- | --- | --- |
| Apprenticename |  | Enrolment number |  |

**Apprentice declaration:**

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

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

**Tutor/Assessor 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**

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| --- | --- | --- | --- |
| **Tutor/Assessor** |   | **Date** |  |