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| Hospitality Supervisor - Events Supervisor(9084-36) |

**Version 1.4 July 2019**

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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 18 | Amendment to Employer and provider declaration paragraph | Gateway form |
| V1.3 January 2019 | Added requirements to gateway form | Gateway form |
| V1.4 July 2019 | Employer and provider declaration: page updated | Gateway form |

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1. Introduction

### What is in this document

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

* Gateway declaration form
* Business project proposal recording form Task 1
* Business project recording form Task 2

This document must be used alongside the Assessment Pack for Independent End-Point Assessors.

### 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.

**Gateway form**

This must be completed with the Apprentice and submitted to City & Guilds as part of the end-point assessment booking process

**Business project evidence reference form**

The business project evidence reference form should be completed prior to the professional discussion.

The competencies listed under the pass and distinction grading criteria form the basis for the business project. In the evidence reference column you should reference the areas of the standards that your business project links to.

If you are asked by the IEPA or City & Guilds to review the evidence that has been submitted, you should add to and amend the form you originally submitted

If you are resitting the assessment you should only complete the sections for any new evidence submitted

You can either complete this form electronically or print a hard copy to write on. If printing a hard copy you might want to increase the size of the boxes to write in prior to printing the form.

End-Point Assessment Gateway Declaration Form

Please complete this form to confirm that all parties are satisfied that the apprentice has met the gateway requirements and can be put forward for end-point assessment (EPA) with City & Guilds

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| Apprenticeship Standard |  | Start date |  |
| **Apprentice****name** |  | **Enrolment** **number** |  |

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| **Entry Requirement**  | **Achieved (Yes/No)** |
| Completed a Level 2 English assessment |  |
| Completed a Level 2 Maths assessment |  |
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Providers must submit evidence of achievement to us for each gateway requirement. It is the provider’s responsibility to keep auditable evidence of these requirements. Without appropriate evidence, we will not be able to complete your booking or carry out the EPA. Customers may still be charged.

Additional information required at Gateway

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| **Requirements** | **Submitted (Yes/No)** |
| Business project proposal |  |
| Schedule of work |  |
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| **Any Previous End-Point Assessments** |
| Has the apprentice taken any assessments as part of the EPA for this apprenticeship standard with any other EPA organisation? | Yes/No |
| **If yes**  |
| Which EPA organisation was this? |  |
| What was the date(s) of the EPA? |  |
| What grade(s) was issued, eg fail/pass/merit/distinction? |  |

**Please note: For the below declarations e-signatures are permitted**

**Employer and provider declaration:**

I confirm that the gateway meeting has been carried out to confirm that the apprentice:

1. Has achieved all EPA gateway requirements as listed above and has the knowledge, skills and behaviours required by the apprenticeship standard and is eligible for EPA.
2. Has been employed throughout their apprenticeship.
3. Will have completed a minimum of 12 months and 1 day on-programme before the first EPA assessment with City & Guilds.

If applicable, where evidence must be submitted to support an element of the EPA;

has submitted evidence that has been collated under conditions designed to ensure the authenticity of the Apprentice’s work, and I am satisfied that, to the best of my knowledge, the work submitted is solely that of the named apprentice.

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| --- | --- | --- | --- |
| **Employer** | Signature | **Date** | DD/MM/YYYY |
| **Training Provider (if appropriate)** | Signature | **Date** | DD/MM/YYYY |

**Apprentice declaration:**

* I confirm that I have gone through a gateway process to check that I am eligible for EPA.
* I give City & Guilds permission to;
	+ apply to the ESFA and the Institute for Apprenticeships for the apprenticeship certificate on my behalf when I complete EPA.
	+ contact me via the email address given below in communication regarding my end-point assessment.

If applicable, where evidence must be submitted to support an element of the EPA:

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

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| **Apprentice Signature** | Signature | **Date** | DD/MM/YYYY |
| **Apprentice Email** | Email address |

**Level 3 Events Supervisor**

Assessment 707/757: Business project declaration of authenticity

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

**Apprentice declaration:**

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

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| **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** |  |



**Level 3 Events Supervisor**

Assessment 707/757: Business project proposal recording form

Task 1

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

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| **Business project proposal** |
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| **IEPA Approval/Feedback** |
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 **Level 3 Events Supervisor**

Assessment 707/757: Business project recording form

Task 2

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

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| **Business Project** |
| **Introduction and background** |
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| **Business Project** |
| **Focus aims and objectives** |
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| **Business Project** |
| **Research** |
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| **Business Project** |
| **Findings** |
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| **Business Project** |
| **Conclusion and recommendations**  |
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| **References** |
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