Level 2 End-point Assessment for ST099/AP04 Autocare Technician

9304-12

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Introduction

### What is in this document

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

* End-point Assessment gateway declaration form
* Technician inspection sheet (for reference only)
* Apprentice details form
* Declaration of portfolio authenticity.

This document must be used alongside the **9304 EPA Pack - Centres**.

### Guidance on how to use the recording 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.

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.

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

|  |  |
| --- | --- |
| **Entry Requirement** | **Achieved (Yes/No)** |
| The apprentice has completed a minimum of 20% off-the-job training. |  |
| The apprentice has completed a Portfolio, used to support the Professional Review. |  |
| The apprentice holds an F-Gas qualification, if their workplace responsibilities include air-conditioning systems |  |
| The apprentice holds level 1 in English and Maths. |  |
| The apprentice has attempted level 2 in English and Maths. |  |

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.

|  |  |  |
| --- | --- | --- |
| **Previous EPA** | | |
| Has the apprentice taken any assessments as part of the EPA for this apprenticeship standard with any other EPA organisation? | |  |
| **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? |  | |

**Employer and provider declaration**

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

**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.**

**Has been employed throughout their apprenticeship.**

**Will have completed a minimum of 12 months and one day on-programme before the first EPA event with City & Guilds.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** |  | **Date** |  |
| **Training Provider** |  | **Date** |  |

**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 successfully.**

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

Providers should submit the completed form to us through the EPA portal. Please refer to the **Manual for the End-Point Assessment Service** for details, including timeframes.

Technician Vehicle inspection sheet

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Serviceable**  **Y/N** | **Approaches end of life** | **Requires immediate attention** | |
| **INSIDE VEHICLE** | Windscreen, windows & mirrors |  |  |  |
| Wipers & washers |  |  |  |
| Horn, switches & additional controls |  |  |  |
| Power steering operation |  |  |  |
| Steering wheel & column for play & condition |  |  |  |
| Air conditioning operation |  |  |  |
| Brake pedal operation, creep |  |  |  |
| Handbrake control & wear |  |  |  |
| Check and clear fault codes |  |  |  |
| **VEHICLE EXTERIOR** | Road wheels, hubs and nuts |  |  |  |
| Tyre condition and tread depth |  |  |  |
| Wheel bearings |  |  |  |
| Front/rear pads and discs/shoes drums |  |  |  |
| Rear/rear pads and discs/shoes drums |  |  |  |
| Battery security and condition |  |  |  |
| Headlamp operation |  |  |  |
| Side lamps front & rear, number plate & rear fog lamps & reflectors |  |  |  |
| Direction indicators & stop lamps |  |  |  |
| Hazard warning, fog & spot lamps |  |  |  |
| Smoke emission (visual only) |  |  |  |
| Oil, coolant & brake fluid condition and level |  |  |  |
| **UNDER VEHICLE** | Exhaust condition and security |  |  |  |
| Brake pipes & hoses |  |  |  |
| Suspension springs, dampers& air bags leakage & security |  |  |  |
| Steering assembly & components |  |  |  |
| Spare wheel & carrier security (if fitted) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice Name** |  | | |
| **Signature** |  | **Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessor Name** |  | | |
| **Signature** |  | **Date** |  |

Apprentice details

Please fill in all of your details before you carry out any assessments.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Apprentice Details** | | | | | | |
| Surname |  | | |  | Forename(s) |  |
|  | | | | | | |
| City & Guilds enrolment number | | |  | | | |
|  | | | | | | |
| **Centre Details** | | | | | | |
| Name | |  | |  | Centre No |  |

I understand the requirements of the qualification and that all the work towards the assessments must be my own.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Apprentice signature** |  | | | |
|  | | | | |
| **Independent End-point Assessor name**  (please print) |  |  | Signed |  |
|  | | | | |
|  |  | | Date |  |

Declaration of portfolio authenticity

|  |  |  |  |
| --- | --- | --- | --- |
| Apprentice  name |  | Enrolment number |  |
| **Apprenticeship** | Level 2 End-point Assessment for ST0499/AP04 Autocare Technician | | |

**Apprentice declaration:**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

**Tutor/Employer 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Signature** |  | **Date** |  |