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| Rail Engineering Operative – End-point Assessment (9303) |

**Version 3.0 November 2021**

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| Version  | Change detail | Section |
| May 2018  | Initial creation  | Document  |
| September 2020 | Gateway form removed | Gateway declaration form |
| November 2021 | Amended 9303-12 and Unit 700 to Track pathway | Throughout |

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1. Introduction

### What is in this document

* Portfolio Header and Declaration Form

This document must be used alongside the Centre End-point Assessment Pack.

### How to use forms

Training providers/Employers must use the forms provided by City & Guilds in the format laid out in this document.

**Portfolio Header and Declaration Form**

When completing the form, it is important that the following is highlighted:

* Apprentices complete the two columns which are labelled “Apprentice only” (columns 2 and 3). They tick relevant standards which apply to the portfolio. The Core Knowledge, Core Skills and Behaviours are ticked by default.

Level 2 – Rail Engineering Operative – Portfolio Header and Declaration Form (9303-12 Track)

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| 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 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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| **Line manager** | Signature  | **Date** | DD/MM/YY |

**Training Provider declaration (if appropriate):**

**I confirm that the evidenced 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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| **Portfolio header form** |
| **Standard reference** | **Tick if applies to portfolio Apprentice** **only** | **Reference parts of the portfolio this applies to Apprentice only**  | **IEPA reference check****IEPA only** | **IEPA comments****IEPA only** |
| **Core Knowledge: Safe and Professional working practices** |
| **1.1** | including legislation, regulation, industry procedures and safety requirements | ✓ |  |  |   |
| **Core Knowledge: The general engineering techniques**  |
| **2.1** | required to support the maintenance, renewal and construction of The Railway | ✓ |  |  |   |
| **Core Knowledge: How to work effectively and contribute to engineering solutions**  |
| **3.1** | including awareness of the importance of 3rd party requirement and the need to understand and adhere to corporate policies on ethics, equality and diversity | ✓ |  |  |  |
| **Core Knowledge: Awareness of commercial principles**  |
| **4.1** | applicable to The Railway, and the implications of these | ✓ |  |  |  |
| **Core Skills: Keep themselves and others safe by adhering to safe working practices.** |
| **5.1** | Understand and comply with statutory regulations and organisational safety requirements, including safe access to work locations | ✓ |  |  |  |
| **Core Skills: Prepare for a high standard of technical work.** |
| **6.1** | Gathering and interpreting information including drawings, plans and schedules needed for rail engineering activities and prepare the work location | ✓ |  |  |   |
| **Core Skills: Deliver a high standard of technical work.** |
| **7.1** | Undertake engineering activities in relation to maintenance, construction/installation and or renewal of assets. | ✓ |  |  |  |
| **7.2** | Take responsibility for their own work on completing relevant integrity and compliance checks. | ✓ |  |  |   |
| **7.3** | Reinstate the work area after engineering activities. | ✓ |  |  |  |
| **Core Skills: Identify and report problems.** |
| **8.1** | Identify, recognise and escalate appropriately common problems. | ✓ |  |  |  |
| **Core Skills: Use resources.** |
| **9.1** | Including the correct utilisation and storage of tools, materials and equipment, and the lifting and moving of materials, components and equipment. | ✓ |  |  |  |
| **Core Skills: Communicate effectively.** |
| **10.1** | Use oral, written, electronic and IT based methods and systems for the accurate communication and reporting & recording of technical and other information, using correct terms, standards, templates and certifications. | ✓ |  |  |  |
| **Behaviours: Act professionally;** |
| **11.1** | demonstrating dependability, determination, honesty and integrity. Respect others, act professionally and contribute to sustainable development. | ✓ |  |  |  |
| **Behaviours: Be risk aware;** |
| **12.1** | so as to help reduce risks by checking of information, concentration on the task, and awareness of changing circumstances on activity. | ✓ |  |  |  |
| **Behaviours: Display a self-disciplined, self-motivated, proactive approach to work,** |
| **13.1** | able to make independent decisions whilst knowing one’s limitation and when to ask for help or to escalate | ✓ |  |  |  |
| **Behaviours: Work reliably and safely,** |
| **14.1** | occasionally without close supervision, to approved industry standards and safe working practices. | ✓ |  |  |  |
| **Behaviours: Work effectively and efficiently, individually and as part of a team,** |
| **15.1** | maintaining effective relationships with colleagues, clients, suppliers and the public. | ✓ |  |  |  |
| **Behaviours: Receptive to feedback,** |
| **16.1** | willing to learn new skills and adjust to change. Carrying out and record CPD necessary to maintain and enhance competence | ✓ |  |  |  |
| **Behaviours: Prepared to make a personal commitment;** |
| **17.1** | to their employer, the industry and it’s professional standards | ✓ |  |  |  |
| **Specific Knowledge and Skills: Track (9303-12)** |
| **1.1** | Understand the relevant tolerances for track installation, specific methods and techniques for track inspection, maintenance and replacement, what constitutes a track defect or variation, track work instructions, hot weather restrictions and extreme weather plans. | ✓ |  |  |  |
| **1.2** | Able to restore track geometry faults by manual repair of assets as part of a team | ✓ |  |  |  |
| **1.3** | Under direction: restore plain line track geometry, rail switches and crossings, and where appropriate conductor rail systems, to operational condition and maintain the track and it’s environment including vegetation and drainage. | ✓ |  |  |  |
| If applicable, detail any other standards which could apply to the standards |  |
|  | **IEPA only** | **Overall comments plus notes of any themes or areas to follow up in viva** |
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