

City & Guilds Level 3 End-point Assessment for ST0795/AP01 Data Technician   
(9665-12)

Recording Forms for Providers & Employers

QN:610/2402/8

Version 1.0

Last modified March-2023

For external use

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# Introduction

What is in this document

Recording forms to be used by End-point Assessment Providers & Employers:

* Evidence Reference Matrix – Portfolio of Evidence
* Declaration of Authenticity – Portfolio of Evidence
* Apprentice Portfolio of Evidence Checklist
* Sample Apprentice Review Form for Providers & Employers.

This document must be used alongside ***the End-point Assessment Pack for Providers & Employers.***

**Guidance on how to use the recording forms**

Providers/employers should use the forms provided by City & Guilds in the format laid out in this document. In some instances, providers/employers/apprentices may choose to use their own version of the forms. Details regarding these instances are outlined in this document.

**Evidence Reference Matrix – Portfolio of Evidence**

Apprentices must upload a completed evidence reference matrix with their portfolio. A sample referencing matrix is included in this document. To facilitate comprehensive, consistent mapping of the evidence requirements, use of the City & Guilds supplied ‘Evidence Reference Matrix’ form is strongly recommended. The apprentice and/or provider may choose to use their own version of the Evidence Reference form, but the form must:

* clearly map evidence to the KSBs
* be confirmed as suitable by City & Guilds before it is used.

The apprentice must reference the individual pieces of evidence against the KSBs clearly, for example by identifying the evidence number, page number, file name or time stamp where appropriate.

**Declaration of Authenticity (two forms)**

The Declaration of Authenticity forms must be completed and signed by the provider, employer and the apprentice. They must be submitted in electronic format together with the Portfolio of Evidence and the Project Report.

**Apprentice Portfolio of Evidence Checklist**

City & Guilds have created a portfolio checklist to help apprentices and providers ensure that all relevant information is accounted for. The checklist is provided as support in preparation for assessment and is **not** submitted to City & Guilds.

**Sample Apprentice Review Form for Provider/Employer**

It is expected that the provider/employer will have regular reviews with the apprentice. This form can be used to record these meetings, or the provider/employer may devise their own forms or systems (electronic or paper-based). This form is **not** submitted to City & Guilds.

**9665-12 Evidence Reference Matrix – Portfolio of Evidence**

* Please see ***City & Guilds Level 3 End-point Assessment for ST0795/AP01 Data Technician (9665-12) EPA Pack for Employers and Providers*** for KSBs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref. | **Grading Descriptor** | | **Indicate section reference(s) where the criteria is covered in the Portfolio (Apprentice only)** | **Checked that evidence is valid (Provider/ Employer only)** |
| **Data Gathering** | | | | |
| K1  K4 | Pass | Explains the different types of data sets and their formats |  |  |
| K1  K6 | Pass | Describes the value of the data to the organisation and the importance of analysis management |  |  |
| Dist. | Evaluates and justifies why using different data sets is important to the business |  |  |
| Dist. | Evaluates and justifies how incorrect data gathering can affect the output |  |  |
| K15 | Pass | Describes the role of data in the digital domain (including the use of external trusted data sets) and how it underpins every digital interaction including applications, devises, IoT and customer centricity |  |  |
| K1 | Pass | Explains the different types of data formats and data architectures including premises and cloud |  |  |
| K4 | Pass | Describes the characteristics of presentation tools to visualise and reviews the characteristics of data and communication tools and technologies for collaborative working |  |  |
| **Data Analysis and Validation** | | | | |
| K10  K11 | Pass | Describes the methods of validating data how to identify common data quality issues and the importance of corrective action |  |  |
| **Distribution and Dissemination** | | | | |
| K5 | Pass | Describes communication methods, formats and techniques commonly used and how these have been applied in a range of roles including customer, manager, client, peer, technical and nontechnical |  |  |
| Dist. | Critically evaluates why we communicate data and why we utilise different communications methods |  |  |
| K13 | Pass | Explains the legal requirements of using data and the importance of using data ethically |  |  |
| Dist. | Justifies the importance of maintaining ethical and security standards |  |  |
| S10  S13 | Pass | Describes how they have communicated the results of data analysis to different audiences that assists understanding |  |  |
| K14 | Pass | Explains the significance of customer/end user issues, problems, value to the organisation, brand awareness, cultural awareness/ diversity, accessibility to both an internal and external audience |  |  |
| S12 | Pass | Explains how they have stored, managed and distributed data in line with data security standards and legislation |  |  |
| Dist. | Evaluates why we need to store, manage and distribute data |  |  |
| K12  S11 | Pass | Explains how they have produced clear and consistent technical documentation |  |  |
| **Approaches to Work** | | | | |
| K16  S14  S15 | Pass | Describes how they have reviewed their own development and kept up to date with developments in technologies, trends and innovation |  |  |
| S17 | Pass | Explains how they have integrated into a multi-functional team both internally and externally to their organisation |  |  |
| B6 | Pass | Describes how they have worked in an inclusive manner |  |  |
| B1  B5 | Pass | Works independently to meet required deadlines, managing stakeholder expectations |  |  |

**9665-12: Declaration of Authenticity – Portfolio of Evidence**

The Declaration of Authenticity must be completed as appropriate and submitted to City & Guilds with the apprentice’s evidence for End-point Assessment.

|  |  |  |  |
| --- | --- | --- | --- |
| Apprentice  Name | 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer Representative** | Signature | **Date** | DD/MM/YY |

**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.

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

**Portfolio of Evidence Checklist**

City & Guilds have created a ‘portfolio checklist’ to help apprentices and providers/employers ensure that all relevant information is accounted for.

|  |  |  |
| --- | --- | --- |
| Apprentice Portfolio of Evidence Checklist | | Tick when confirmed |
| 1. | Is all evidence signed by the apprentice and dated? \*  E-signatures are also acceptable |  |
| 2. | Is all evidence valid, authentic, current and sufficient (VACS)? |  |
| 3. | Does evidence clearly show it is the apprentice’s individual work (and if involved in teamwork, is it clear what specific contribution the apprentice made)? |  |
| 4. | Does the evidence clearly demonstrate the apprentice’s relevant knowledge? |  |
| 5. | Has the apprentice used the evidence reference matrix form? Has all evidence been referenced? |  |
| 6. | Does it showcase the apprentice’s best pieces of work? |  |
| 7. | Have duplicate and irrelevant pieces of evidence been removed? |  |
| 8. | Is the majority of the evidence holistic in its nature? |  |
| 9. | Is there sufficient evidence to cover the whole of the KSBs and grading descriptors that are referenced? |  |
| 10. | Are any witness testimonies or employer references tailored to the apprentice? |  |
| 11. | Has any client/customer reference information been anonymised? |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Apprentice Portfolio of Evidence Checklist | | | Tick when confirmed | |
| 12. | | Are all external sources of information appropriately documented and referenced to the original source, showing clear understanding of how they relate to the criteria? |  | |
| 13. | | Has the appropriate stakeholder(s) e.g. employer/ provider checked whether the apprentice’s portfolio meets all the required criteria and grading descriptors? |  | |
| \* where witness testimonies are included as a piece of evidence, these do not need to be signed by the apprentice but instead must be signed/authenticated as outlined in the rest of the EPA pack. | | | | |

**Sample Apprentice Feedback Form for Providers & Employers**

It is expected that the provider/employer will have regular reviews with the apprentice. This sample ‘Apprentice Feedback Form for Providers & Employers’ can be used to record these meetings. Alternatively, employers/providers may devise their own forms or systems (electronic or paper-based).

**Note**: This form is not submitted to City & Guilds.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Apprentice name** |  | **Enrolment number** |  |
| **Assessment method & title** |  | | |
| **Provider/Employer** |  | **Date of End-point Assessment** |  |

|  |  |
| --- | --- |
| Task / AO | Feedback |
|  |  |
|  |  |

**Contact Us**

|  |  |
| --- | --- |
| EPA Gateway Team: Initial Reservation & Gateway | [epa.gateway@cityandguilds.com](mailto:epa.gateway@cityandguilds.com) |
| EPA Events Team: Bookings & Cancellations (Post Gateway) | [EPA@cityandguilds.com](mailto:EPA@cityandguilds.com) |
| Technical Advisors: Sector Specific Guidance | [Technical Advisors contact details](http://www.cityandguilds.com/whatwe-offer/centres/technical-advisors) |
| City & Guilds Sales Team | [directsales@cityandguilds.com](mailto:directsales@cityandguilds.com) |
| ILM Sales team | 01543 266 867  [customer@i-l-m.com](mailto:customer@i-l-m.com) |
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