

|  |
| --- |
| Level 3 Digital Support Technician Apprenticeship – Digital Service Technician (9700-13) |

**August 2021 Version 2.1**

|  |  |  |
| --- | --- | --- |
| Version and date | Change detail | Section |
| Version 1 August 2020 | Document created |  |
| Version 2 November 2020 | Gateway form removed | 2 |
| Version 2.1 August 2021 | Employer Testimonial form amended | 2 |

Contents

1 Introduction 4

What is in this document 4

How to use forms 4

2 Recording forms 5

Summative Portfolio – Declaration of Authenticity 6

Employer Testimonial Form 7

# Introduction

### What is in this document

Recording forms to be used by End-point Assessment Customers / Employers, including:

* Summative Portfolio – declaration of authenticity
* Employer Testimonial form

This document must be used alongside the End-point Assessment Pack for centres/ End-point assessment customers/employers/training providers.

### How to use forms

Centres / End-point Assessment Customers / Employers / Training Providers must, unless stated otherwise, use the forms provided by City & Guilds in the format laid out in this document.

**Summative Portfolio – declaration of authenticity**

This must be completed by the apprentice, employer and centre/training provider to confirm that the portfolio work is the apprentice’s own, that any sources have been acknowledged and that all work was conducted under conditions designed to assure the authenticity. The completed form must be submitted to City & Guilds as part of the End-point assessment booking process.

**Employer Testimonial form**

This must be completed by the employer relating to the apprentice’s work, particularly to behaviours shown in the workplace that are assessed in the Case Study Presentation and Interview, as defined in the Standard. The completed form must be submitted to City & Guilds as part of the End-point assessment booking process.

# Recording forms

The following recording forms are included in this section:

* Summative Portfolio – declaration of authenticity
* Employer Testimonial form

Summative Portfolio – Declaration of Authenticity

****

|  |  |  |  |
| --- | --- | --- | --- |
| Apprenticename | 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/training provider 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.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Line manager/training provider** | NameSignature  | **Date** | DD/MM/YY |

Employer Testimonial Form

|  |  |  |  |
| --- | --- | --- | --- |
| ****Apprenticeship Standard Title**** | ****Level 3 Digital Support Technician – Digital Service Technician**** | ****Start date DD/MM/YY**** |  |
| **Apprentice****name** |  | **Enrolment** **number** |  |

Please give your assessment of the apprentice’s performance against the following criteria:

|  |  |
| --- | --- |
| **Criteria** | **Commentary/Evidence** |
| Skills the apprentice has displayed | Employers mayfind it helpful to refer to the following specific Skills in the Standard when considering their comments: S1-S13 and S21-S27 |
| How the apprentice has used their knowledge | Employers mayfind it helpful to refer to the following specific Knowledge areas in the Standard when considering their comments: K4, K5, K11, K13 and K14 |
| How the apprentice has carried out their duties | Employers mayfind it helpful to refer to the following specific Behaviours in the Standard when considering their comments: B1- B4  |

Please continue on a separate sheet if required

**Employer declaration:**

**I confirm that the above statements are accurate for this apprentice and are based on this apprenticeship Standard. Any additional documentation to support these statements is attached. I confirm that the apprentice has reach a standard to meet the requirements in the above-named standard and has produced work independently, which is included in the apprentice’s portfolio submission.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer**  | Name & Signature | **Date**  | DD/MM/YY |
| **Job Title and contact details** |  |
| **Professional relationship to apprentice** |  |



Every effort has been made to ensure that the information contained in this publication is true and correct at time of going to press. However, City & Guilds’ products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept responsibility for any loss or damage arising from the use of information in this publication.

©2021 The City & Guilds of London Institute. All rights reserved. City & Guilds is a trademark of the City & Guilds of London Institute, a charity established to promote education and training registered in England & Wales (312832) and Scotland (SC039576).

**Giltspur House, 5-6 Giltspur Street, London, EC1A 9DE. www.cityandguilds.com**