

City & Guilds Level 3 End-point Assessment for ST1305/AP1.4 Machining Technician

Recording Forms for Providers & Employers

Version 1.0

Last modified January-2024

For external use

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| Title | QAN |
| 9273-12 City & Guilds Level 3 End-point Assessment for ST1305/AP1.4 Machining Technician | 610/3540/3 |

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| Version | Summary of changes | Section |
| v1.0 January 2024 | Document created | N/A |
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# Introduction

**What is in this document**

Recording forms to be used by Providers and Employers:

* Interview – Witness statement form
* Interview – Portfolio declaration of authenticity and mapping

This document must be used alongside the EPA Pack for Providers and Employers.

**Guidance on how t o use the recording forms**

You must use the forms provided by City & Guilds in the format laid out in this document.

**Practical demonstration with questions and Interview recording forms**

There is a mandatory planning meeting for this End-point Assessment where the Independent End-point Assessor (IEPA) will need to discuss and confirm various details. For the Practical Demonstration with Questions, the IEPA will need to record the following details:

* Time and date of assessment
* Assessment location
* Machine to be used – a mill or a lathe
* Type of machine – manual or CNC

**Interview – Witness statement form**

This form should be used for any witness statements the apprentice wishes to include in their portfolio of evidence. The witness can be the apprentice’s employer representative, such as their line manager, or the apprentice’s tutor. A separate form must be used for each witness statement.

**Interview – Portfolio declaration of authenticity and mapping**

This form is to be completed by the apprentice and verified by the Employer and Provider as appropriate.

The first part (Declaration of authenticity) is to confirm that the work evidenced in the portfolio of evidence submitted is the apprentice’s own.

The second part (Evidence list) is a blank template for the apprentice to list their discrete pieces of evidence in the portfolio, provide detail and map these to the knowledge, skills and behaviours (KSBs) that correspond to the Professional discussion.

The third part (KSB coverage) is a checklist to confirm that all the relevant KSBs are included in the portfolio of evidence.

**Note**: These forms must be uploaded to the EPA Portal as Word documents.

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Description automatically generated** **Level 3 End-point Assessment for ST1305/AP1.4 Machining Technician**

9273-701 Interview – Witness statement form

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice name** |  | **Enrolment number** |  |
| **Witness name** |  | **Date** |  |
| **Organisation name** |  | | |
| **Witness job title / position** |  | | |
| **Relationship to apprentice** | *Provide details of your relationship to the apprentice (e.g. how long you have worked with the apprentice and in what capacity).* | | |

This form should be used for any witness statements the apprentice wishes to include in their portfolio of evidence. The witness can be the apprentice’s employer representative, such as their line manager, or the apprentice’s tutor. A separate form must be used for each witness statement.

* By completing this document you are confirming that the apprentice is competent against the specified areas of the Standard.
* You must provide **specific** and **detailed** examples of how the apprentice has demonstrated the Knowledge, Skill or Behaviour (KSB) of the standard.
* You might find that one example could be used as evidence to cover other Knowledge, Skills and Behaviours. Where this is the case, please clearly indicate so, e.g. ‘See K1’.

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| Knowledge, Skills and Behaviours (KSB) | Example of how it was demonstrated |
| K12: Quality assurance: principles, practices and record keeping. |  |
| K13: Fault finding, diagnostic methods and techniques for identifying engineering and manufacturing problems. Escalation techniques. |  |
| K15: Communication techniques: verbal. Machining industry terminology. |  |
| K16: Documentation - electronic and paper. |  |
| K18: How organisations vary regarding their work, culture, values and production processes in the Machining industry. |  |
| K19: Inspection processes and procedures; documentation and escalation. |  |
| K21: Continuous improvement principles and practices: Lean; Six Sigma; Kaizen. |  |
| K22: Equality, diversity and inclusion requirements in the workplace. |  |
| K23: Stock and services considerations. Availability, stock lead times. Correct handling. Stock value. Faulty stock and returns process. |  |
| S6: Monitor, obtain and check stock and supplies, and complete stock returns. |  |
| S7: Record information - paper based or electronic. For example, energy usage, job sheets, risk assessments, equipment service records, test results, handover documents and manufacturers' documentation, asset management records, work sheets, checklists, waste environmental records and any legal reporting requirements. |  |
| S11: Follow and apply inspection, quality assurance procedures and processes. |  |
| S21: Communicate with others verbally. For example, colleagues and stakeholders. |  |
| S22: Follow machine shut down, safe isolation, handover, start up or warm up procedures. Escalate issues. |  |
| S23: Apply continuous improvement techniques. Devise suggestions for improvement. |  |
| S24: Apply ethical principles. |  |
| S25: Apply team working principles. |  |
| B2: Act ethically. |  |
| B3: Take responsibility for work. |  |
| B4: Team-focus to meet work goals, for example, work effectively with others, resolves issues in discussion with others. |  |
| B5: Committed to continued professional development (CPD) to maintain and enhance competence in their own area of practice. |  |
| B6: Leads by example to develop individual and team skills |  |

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| --- | --- | --- | --- |
| Witness declaration | | | |
| I confirm that the examples provided in this witness testimony are a true and accurate account of real work-based examples. The apprentice has been observed carrying out work-based activities where they have shown practical competency against the standard. | | | |
| **Witness signature** |  | **Date** |  |

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9273-701 Interview – Portfolio declaration of authenticity and mapping

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice name** |  | **Enrolment number** |  |

**Apprentice declaration:**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice name** |  | **Date** |  |
| **Place of work name and address** |  | | |

**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** |  | **Date** |  |

**Training 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.

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

**Evidence list**

For each piece of discrete evidence included in the portfolio, include a reference number, the type of evidence and a short description. The first line is completed as an example.

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Evidence type | Evidence description | KSBs covered |
| *00* | *Witness Statement* | *Witness statement from workshop supervisor detailing apprentice managing stock and dealing with supply issues for some materials.* | *K23, S6* |
|  |  |  |  |
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**KSB coverage**

Confirm that each of the Knowledge, Skills and Behaviours (KSBs) for the Professional Discussion is included in the evidence log.

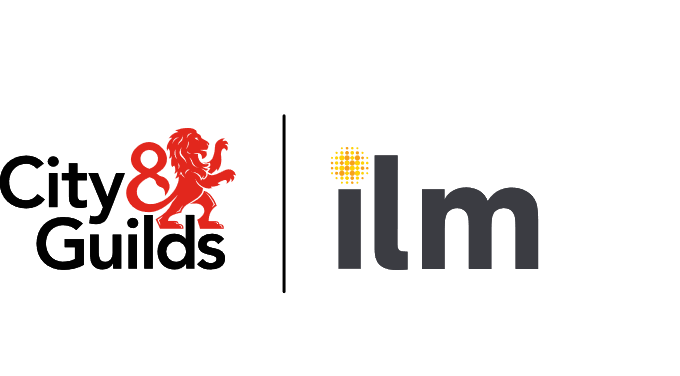
|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| KSB | Covered in evidence log |  | KSB | Covered in evidence log |
| **K12** |  |  | **S11** |  |
| **K13** |  |  | **S21** |  |
| **K15** |  |  | **S22** |  |
| **K16** |  |  | **S23** |  |
| **K18** |  |  | **S24** |  |
| **K19** |  |  | **S25** |  |
| **K21** |  |  | **B2** |  |
| **K22** |  |  | **B3** |  |
| **K23** |  |  | **B4** |  |
| **S6** |  |  | **B5** |  |
| **S7** |  |  | **B6** |  |

Portfolio of Evidence Checklist

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| --- | --- | --- |
| 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? |  |
| 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. | | |

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