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City & Guilds Level 3   
End-point Assessment for ST0432/AP04   
Engineering Fitter   
(9335-22)

Recording Forms for Providers & Employers

Version 3

Last modified April-2023

For external use

|  |  |  |
| --- | --- | --- |
| Version | Summary of changes | Section |
| Version 1.0 May 2022 | Document created |  |
| Version 2.0 July 2022 | IfATE Assessment Plan number change to reflect the wording amendment to K6 | Front cover, footer  All recording form headers |
| Version 3.0 April 2023 | Amendment to mapping document to correct the allocation of S7, S8, S9 from Project forms to Professional Discussion forms.  Addition of S12 to the Project forms. | All forms |

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# Introduction

What is in this document

Recording forms to be used by End-point Assessment providers and employers.

* [Project Specification Form](#projectspecificationform)
* [Project Report template](#projectreporttemplate)
* [Project and Evidence Mapping Form](#projectandevidencemapping)
* [Technical Expert Declaration Form](#technicalexpertdeclaration)
* [Portfolio Checklist](#portfoliochecklist)
* [Portfolio Header and Declaration Form](#portfolioheaderanddeclarationform)

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

How to use forms

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

**Project Specification Form**

This form must be completed by the Employer’s appointed technical expert, giving full details of the project planned for the apprentice. This form must be submitted at Gateway. The form will go to the IEPA for approval or rejection. If the project is rejected, then the technical expert must amend the project specification form and resubmit it for approval by the IEPA. It should be noted that the apprentice must not complete this form and start the project until approval has been given.

The employer’s technical expert, apprentice and training provider should note the ‘project approval timeline’ on page 7.

**Project Report template**

This Project Report template must be used by the apprentice when completing their project report. This a Word document and the boxes will expand to accommodate any text the apprentice includes. Once the Project Report is completed it should be uploaded by the employer / provider to EPA Pro.

The apprentice’s project report must be 2000 words +/- 10% (1800 – 2200 words), excluding annexes which incorporates evidence. Company policy and procedures need not be included.

**Project and Evidence Mapping Form**

This form must be completed by the apprentice and verified by the Employer’s technical expert.

If the IEPA or City & Guilds deem that the evidence submitted requires to be reviewed, the original form submitted should be amended, and added to where required / necessary.

Note: The form must be uploaded to the EPA Portal as a word processing document.

**Technical Expert Declaration Form**

This form must be completed by the Employer’s appointed technical expert on completion of the Project assessment and evidence collation by the apprentice. This form is to be submitted with the documentation completed by the apprentice along with the project report and evidence.

Note: The form must be uploaded to the EPA Portal as a word processing document.

**Portfolio Checklist**

To be used by the Employer and Apprentices to ensure the content of the apprentice’s portfolio of evidence adheres to the requirements.

**Portfolio Header and Declaration form**

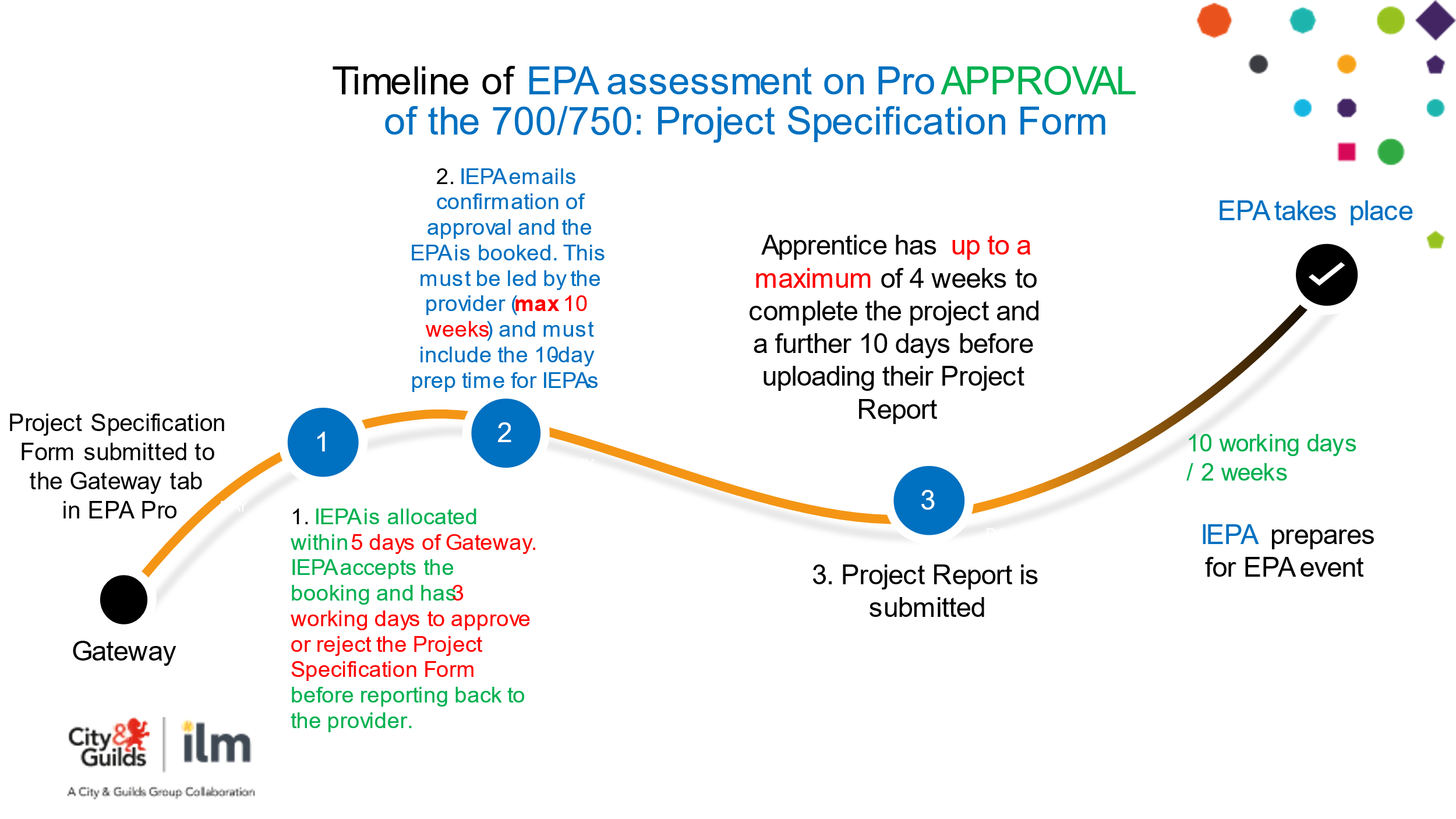
In the evidence type column you should provide a clear reference to the piece of evidence that links to that area of the standard like a file name etc. In the evidence reference column, you should record the outcome and element numbers covered.

If the IEPA or City & Guilds deem that the evidence submitted requires to be reviewed, the original form submitted, should be amended, and added to where required / necessary.

If you are resitting the assessment, you should only complete the sections for any new evidence submitted.

Note: The evidence reference form must be uploaded to the EPA Portal as a word processing document.

Timeline



# A picture containing text, clipart Description automatically generatedLevel 3 End-point Assessment for ST0432/AP04 Engineering Fitter

Assessment 720: Project Specification Form

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Apprentice** | Name | **Enrolment**  **number** | 1234567 |
| **Place of work – Name and Address** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Employer Technical Expert** | Name & Position | **Date** | DD/MM/YY |

**Description of the project activity including appropriate engineering drawings and the required outcomes for the Apprentice.**

(Any drawings must be submitted with this form.)

|  |  |
| --- | --- |
| **Background** |  |
| **Outline of the issue / opportunity** |  |
| **Justification for the project** |  |
| **Consideration of legislation, regulation, industry and organisational policies, procedures and requirements** |  |
| **Proposed plan for implementation** |  |
| **Measures of success** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project and Evidence Mapping | | | | |
| **Standard reference** | | **Details of Project mapped to ensure proposed project is valid**  **- please complete with specific information**  **Employer / Technical Expert only** |  | **IEPA comments**  **IEPA only** |
|  | | | | |
| **K3** | Manufacturing and assembly processes for example; filing, sawing, scraping, drilling, soldering, bolting, wire cutting, threading etc. |  |  |  |
|  | | | | |
| **K4** | Safe use of tools and equipment (hand and power tools); right tool for the job, requirements for machinery checks, adjustments, operation and shut down. |  |  |  |
|  | | | | |
| **K9** | Component / assembly documentation. For example, bill of materials, standard operating procedures, inspection records, assembly instructions, electrical / pneumatic / hydraulic circuit diagrams. What they are and how to interpret and use. |  |  |  |
|  | | | | |
| **K10** | Quality standards for components / assembly for example, drawing, calibration of equipment, materials specification. How to ensure they have been met and assured. Application of ISO9001 (Quality Management Standard) in the workplace. |  |  |  |
|  | | | | |
| **K14** | Planning techniques – resources, tools, equipment, people; time management. |  |  |  |
|  | | | | |
| **K15** | Component / assembly quality checks for example; checking tolerances, threads, voltages. Types of faults that occur and problem solving techniques, for example; cause and effect, 5 Whys, flow process analysis etc. |  |  |  |
|  | | | | |
| **S1** | Reading, interpreting and understanding the component / assembly specification, diagrams, drawings and work instructions. |  |  |  |
|  | | | | |
| **S2** | Planning component / assembly task – materials, tools and equipment. |  |  |  |
|  | | | | |
| **S3** | Preparing work area for component / assembly task; sourcing required resources, tools / equipment. |  |  |  |
|  | | | | |
| **S4** | Using appropriate hand-fitting tools and techniques to assemble / dis-assemble for example filing, turning, milling, soldering, marking out, forming and measuring. |  |  |  |
|  | | | | |
| **S5** | Checking tools during and after task completion; identifying and reporting defects. |  |  |  |
|  | | | | |
| **S6** | Measuring and testing, checking / inspecting component / assembly for example; use of micrometers, verniers, multimeters, volt meter. |  |  |  |
|  | | | | |
| **S10** | Completing component / assembly documentation for example job instructions, drawings, quality control documentation. |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project and Evidence Mapping | | | | | | | | |
| **S12** | Restoring the work area on completion of the activity; returning any resources and consumables to the appropriate location and housekeeping |  | | | | |  |  |
|  | | | | | | | | |
|  | **IEPA only** | **Comments** | | | | | | |
| Can the project go ahead as described?  🞎 Yes  🞎 No – give details below | | | **IEPA** | Name | **Date** | DD/MM/YY | | |

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Assessment 720: Project Report template

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Apprentice** | Name | **Enrolment**  **number** | 1234567 |
| **Place of work – Name and Address** |  | | |
| **Expected start date** | DD/MM/YY | **Expected completion date** | DD/MM/YY |
| **Employer Technical Expert** | Name & Position | **Date** | DD/MM/YY |

|  |  |
| --- | --- |
| Project activity | |
| **1. Project background** | (These boxes will expand once you begin to type in them) |
| **2. Project brief detailing targets** |  |
| **3. Project plan** |  |
| **4. Implementation – how targets were achieved** |  |
| **5. Risk analysis** |  |
| **6. Challenges faced** |  |
| **7. Project outcomes** |  |
| **8. Annexes** | (Annexes can be listed here and attached to the end of the template) |
| **Word count** |  |

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Assessment 720: Project and Evidence Mapping Form

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **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 |
| **Place of work**  **Name and Address** |  | |  |

**Technical Expert declaration:**

I confirm that all work was conducted under conditions designed to assure the authenticity of the Apprentice’s work, and am satisfied that, the work produced is solely that of the apprentice.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Employer Technical Expert** | Name & Signature & Position | **Date** | DD/MM/YY |

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Assessment 720: Project and Evidence Mapping Form

**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 |
| **Place of work**  **Name and Address** |  | **Enrolment**  **number** | **1234567** |

**Technical Expert declaration:**

**I confirm that all work was conducted under conditions designed to assure the authenticity of the Apprentice’s work, and am satisfied that, the work produced is solely that of the apprentice.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer Technical Expert** | Name & Signature & Position | **Date** | DD/MM/YY |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project and Evidence Mapping | | | | | | | | | | | |
| **Project description** | | | |  | | | | | | | |
| **Standard reference** | | | | **Write section reference(s) of where in the Evidence this reference is covered**  **Apprentice**  **only** | | **Checked to ensure evidence is Valid Employer only** | | **IEPA reference check**  **IEPA only** | | **IEPA comments**  **IEPA only** | |
|  | | | | | | | | | | | |
| **K3** | Manufacturing and assembly processes for example; filing, sawing, scraping, drilling, soldering, bolting, wire cutting, threading etc. | | |  | |  | |  | |  | |
|  | | | | | | | | | | | |
| **K4** | Safe use of tools and equipment (hand and power tools); right tool for the job, requirements for machinery checks, adjustments, operation and shut down. | | |  | |  | |  | |  | |
|  | | | | | | | | | | | |
| **K9** | Component / assembly documentation. For example, bill of materials, standard operating procedures, inspection records, assembly instructions, electrical / pneumatic / hydraulic circuit diagrams. What they are and how to interpret and use. | | |  | |  | |  | |  | |
|  | | | | | | | | | | | |
| **K10** | Quality standards for components / assembly for example, drawing, calibration of equipment, materials specification. How to ensure they have been met and assured. Application of ISO9001 (Quality Management Standard) in the workplace. | | |  | |  | |  | |  | |
|  | | | | | | | | | | | |
| **K14** | Planning techniques – resources, tools, equipment, people; time management. | | |  | |  | |  | |  | |
|  | | | | | | | | | | | |
| **K15** | Component / assembly quality checks for example; checking tolerances, threads, voltages. Types of faults that occur and problem solving techniques, for example; cause and effect, 5 Whys, flow process analysis etc. | | |  | |  | |  | |  | |
|  | | | | | | | | | | | |
| **S1** | Reading, interpreting and understanding the component / assembly specification, diagrams, drawings and work instructions. | | |  | |  | |  | |  | |
|  | | | | | | | | | | | |
| **S2** | Planning component / assembly task – materials, tools and equipment. | | |  | |  | |  | |  | |
|  | | | | | | | | | | | |
| **S3** | Preparing work area for component / assembly task; sourcing required resources, tools / equipment. | | |  | |  | |  | |  | |
|  | | | | | | | | | | | |
| **S4** | Using appropriate hand-fitting tools and techniques to assemble / dis-assemble for example filing, turning, milling, soldering, marking out, forming and measuring. | | |  | |  | |  | |  | |
|  | | | | | | | | | | | |
| **S5** | Checking tools during and after task completion; identifying and reporting defects. | | |  | |  | |  | |  | |
|  | | | | | | | | | | | |
| **S6** | Measuring and testing, checking / inspecting component / assembly for example; use of micrometers, verniers, multimeters, volt meter. | | |  | |  | |  | |  | |
| **S10** | Completing component / assembly documentation for example job instructions, drawings, quality control documentation. | | |  | |  | |  | |  | |
|  | | | | | | | | | | | |
| **S12** | | Restoring the work area on completion of the activity; returning any resources and consumables to the appropriate location and housekeeping |  | | | |  | |  | |
|  | | | | | | | | | | | |
|  | **IEPA only** | | | **Overall comments plus notes of any themes or areas to follow up in the Questioning section.** | | | | | | | |
|  | **IEPA** | | | Name | **Date**  DD/MM/YY | | | | | | |

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Assessment 720: Project - Technical Expert Declaration Form

|  |  |  |  |
| --- | --- | --- | --- |
| Apprentice  name |  | Enrolment  number |  |
| Date of the Start of the Project |  | Submission Date |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please state: | |  | | |
| exactly what the apprentice did and how they did it (presented in steps) | |  | | |
| whether the task was completed in full or part | |  | | |
| whether the task was completed to the required specification / work instructions in full or part  (Please give details) | |  | | |
| whether the apprentice completed the task unaided | |  | | |
| **Technical Expert** |  | | **Date** |  |

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Assessment 721: Professional discussion supported by a portfolio of evidence - Portfolio Checklist

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

|  |  |  |
| --- | --- | --- |
| Portfolio 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 the specific contribution the apprentice made)? |  |
| 4. | Does the evidence clearly demonstrate their relevant knowledge? |  |
| 5. | Have you used the Portfolio Header and Declaration Form? And has all evidence been referenced? |  |
| 6. | Does it showcase the apprentice’s best pieces of work? |  |
| 7. | Is the majority of the evidence holistic in its nature? |  |
| 8. | Have you checked that you have not included any pieces of evidence that are duplicated or not relevant? Portfolios that contain excessive evidence will be returned for re-working. |  |
| 9. | Is there sufficient evidence to cover the whole of the criteria that it has been referenced to three times? |  |
| 10. | Is there any observation evidence from employers or supporting evidence from 3rd parties for the apprentice? |  |
| 11. | Has any client / customer reference information been anonymised? |  |
| 12. | Have all external sources of information been 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 / training provider checked whether the apprentice’s portfolio covers all the required criteria and grading descriptors? |  |
| **Reminder:** You must upload the completed Portfolio Header and Declaration Form to the EPA portal in word format | | |

\* 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 by the witness.

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Assessment 721: Professional Discussion - Portfolio Header and Declaration Form

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Apprentice | Name | Enrolment  number | 1234567 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Portfolio header form | | | | | | | | |
| **Standard reference** | | | **Write section references of where in the Portfolio this reference is covered - it must be covered three times**  **Apprentice**  **only** | **Checked to ensure evidence is valid sufficient and not excessive**  **Employer / Centre only** | | **IEPA reference check**  **IEPA only** | | **IEPA comments**  **IEPA only** |
|  | | | | | | | | |
| **K2** | Principles of design and operation, for example; design for cost, minimising waste, productivity (speed), health and safety, reverse engineering. | |  |  | |  | |  |
|  | | | | | | | | |
| **K5** | Component / assembly specifications, for example, electrical loading, load charts, torque settings, tolerances. What they are and how to use them | |  |  | |  | |  |
|  | | | | | | | | |
| **K8** | Engineering data, for example, electrical readings, vibration, speed and calibration. What they are and how to interpret and use. | |  |  | |  | |  |
|  | | | | | | | | |
| **K11** | Health and safety, including Health & Safety at Work Act, personal protective equipment (PPE), manual handling, Control of Substances Hazardous to Health (COSHH), Provision and Use of Work Equipment Regulations (PUWER), Noise at Work Regulations, Electricity at Work regulations, risk assessments; how they must be applied in the workplace. | |  |  | |  | |  |
|  | | | | | | | | |
| **K12** | Environmental considerations; safe disposal of waste, minimising waste (re-use and re-cycle), energy efficiency. | |  |  | |  | |  |
|  | | | | | | | | |
| **K13** | Who they need to communicate with and when, and communication techniques - verbal and written. | |  |  | |  | |  |
|  | | | | | | | | |
| **K16** | Improvement techniques, for example; 5s techniques, problem solving techniques, value stream mapping, kaizen, contributing to effective team working, Total Productive Maintenance. | |  |  | |  | |  |
|  | | | | | | | | |
| **K17** | Fitters’ role in wider operation. Limits of autonomy; reporting channels. Other functions that fitters could interact with for example health & safety, quality assurance, business improvement / excellence, their purpose and interdependencies. Internal and external customers. | |  |  | |  | |  |
|  | | | | | | | | |
| **K18** | Commercial considerations including contractual arrangements (for example penalty clauses, targets). How the role contributes to commercial operations. | |  |  | |  | |  |
|  | | | | | | | | |
| **S7** | Problem solving; analysing the issue and fixing the issue where appropriate. | |  |  | |  | |  |
|  | | | | | | | | |
| **S8** | Applying improvement techniques; recommending / implementing solutions where appropriate. | |  |  | |  | |  |
|  | | | | | | | | |
| **S9** | Communicating with colleagues and/or customers (internal or external). | |  |  | |  | |  |
|  | | | | | | | | |
| **S11** | Reporting work outcomes and/or issues. | |  |  | |  | |  |
|  | | | | | | | | |
| **S13** | Disposing of waste in accordance with waste streams; re-cycling / re-using where appropriate. | |  |  | |  | |  |
|  | | | | | | | | |
| **S14** | Operating within limits of responsibility. | |  |  | |  | |  |
|  | | | | | | | | |
| **S15** | Operating in line with quality, health & safety and environmental policy and procedures; identifying risks and hazards and identifying control measure where applicable. | |  |  | |  | |  |
|  | | | | | | | | |
| **B1** | Takes personal responsibility and resilient. For example health and safety first attitude, disciplined and responsible approach to risk, works diligently regardless of how much they are being supervised, accepts responsibility for managing their own time and workload and stays motivated and committed when facing challenges. | |  |  | |  | |  |
|  | | | | | | | | |
| **B2** | Works effectively in teams. For example integrates with the team, supports other people, considers implications of their own actions on other people and the business whilst working effectively to get the task completed. | |  |  | |  | |  |
|  | | | | | | | | |
| **B3** | Effective communicator and personable. For example open and honest communicator; communicates clearly using appropriate methods, listens well to others and have a positive, respectful attitude, adjusts approach to take  account of equality and diversity considerations. | |  |  | |  | |  |
|  | | | | | | | | |
| **B4** | Focuses on quality and problem solving. For example follows instructions and guidance, demonstrates attention to detail, follows a logical approach to problem solving and seeks opportunities to improve quality, speed and efficiency. | |  |  | |  | |  |
|  | | | | | | | | |
| **B5** | Committed to continuous personal development. For example reflects on skills, knowledge and behaviours and seeks opportunities to develop, adapts to different situations, environments or technologies and has a positive attitude to feedback and advice. | |  |  | |  | |  |
|  | | | | | | | | |
|  | **IEPA only** | | **Overall comments plus notes of any themes or areas to follow up in the Professional Discussion.** | | | | | |
|  | | | | | | | | |
| **IEPA** | | **Name** | | | **Date** | | DD/MM/YY | |

# 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) |
| EPA Customer Success Team: Including EPA Pro support | [onboardingEPA@cityandguilds.com](mailto:onboardingEPA@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) |
| City & Guilds Customer Services team | 0844 543 0000 (option 5 EPA)  [centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com) |
| ILM Customer Services team | 01543 266 867  [customer@i-l-m.com](mailto:customer@i-l-m.com) |
| Digital Sales: on-programme delivery resources | [Digitalsales@cityandguilds.com](mailto:Digitalsales@cityandguilds.com) |
| Digital Credentials | [digitalsupport@cityandguilds.com](mailto:digitalsupport@cityandguilds.com) |
| Digital Credentials: bulk email uploads | [DCServiceTeam@cityandguilds.com](mailto:DCServiceTeam@cityandguilds.com) |

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| Who we are  As part of the City & Guilds Group, we believe in a world where people and organisations have the confidence and capabilities to prosper, today and in the future.  As workplaces evolve, so do we. That’s why we set the standard for skills that transform lives, industries, and economies. |
| About City & Guilds  Founded in 1878 to develop the knowledge, skills, and behaviours needed to help businesses thrive, we offer a broad and imaginative range of products and services that help people achieve their potential through workbased learning.  We believe in a world where people and organisations have the confidence and capabilities to prosper, today and in the future. So we work with like-minded partners to develop the skills that industries demand across the world.  City and Guilds Group  **Giltspur House**  **5–6 Giltspur Street**  **London EC1A 9DE**  [www.cityandguilds.com](http://www.cityandguilds.com) |
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