

**Level 2 Certificate in Golf Greenkeeping**

**(0143-20/02)**

**Version 1.2, January 2019**

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| End-point Assessment Recording forms  For Employers / Training Providers |
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| --- | --- | --- |
| Version and date | Change detail | Section |
| v1 - July 2018 | N/A |  |
| V1.1 – August 2018 | Amended text and logo in Gateway Declaration Form | Gateway Declaration Form |
| V1.2 January 2019 | Updated Gate Declaration Form | Gateway Declaration Form |

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# **Introduction**

## **What is in this document**

Recording forms to be used by Employers / Training Providers / Apprentices:

* Gateway Declaration Form
* Assessment 700/750 Trainee Statement form
* Assessment 700/750 Employer marking checklist
* Assessment 700/750 Employer supporting statement
* Assessment 700/750 Training Provider marking checklist
* Assessment 700/750 Training Provider supporting statement
* Declaration of Trainee Statement authenticity

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

Employers / Training Providers / Apprentices must use the forms provided by City & Guilds in the format laid out in this document. This document must be used alongside the **0143 EPA Pack - Employers / Training Providers** document.

All forms can be filled electronically or on paper, with the exception of the Trainee Statement form, which **must** be Word processed.

**Gateway Declaration form**

This must be completed with the Apprentice and submitted to City & Guilds as part of the end-point assessment booking process.

**Assessment 700/750 Trainee Statement form**

The Apprentice must use this form when writing and submitting the Trainee Statement. This form must be filled electronically.

**Assessment 700/750 Employer marking checklist and supporting statement**

The Employer must use the marking checklist to reach and record a grading decision. The supporting statement must be completed in the provided template.

**Assessment 700/750 Training Provider marking checklist and supporting statement**

The Training Provider must use the marking checklist to reach and record a grading decision. The supporting statement must be completed in the provided template.

End-Point Assessment Gateway Declaration Form

Please complete this form to confirm that all parties are satisfied that the apprentice has met the gateway requirements and can be put forward for end-point assessment (EPA) with City & Guilds.

| Apprenticeship Standard |  | Start date |  |
| --- | --- | --- | --- |
| Apprentice  name |  | Enrolment  number |  |

|  |  |
| --- | --- |
| **Entry Requirement(s)** | **Achieved (Yes/No)** |
| Level 1 Maths or equivalent |  |
| Level 1 English or equivalent |  |

Providers must submit evidence of achievement to us for each gateway requirement. It is the provider’s responsibility to keep auditable evidence of these requirements. Without appropriate evidence, we will not be able to complete your booking or carry out the EPA. Customers may still be charged.

|  |  |  |
| --- | --- | --- |
| **Any previous End-Point Assessments** | | |
| Has the apprentice taken any assessments as part of the EPA for this apprenticeship standard with any other EPA organisation? | | Yes/No |
| **If yes** | | |
| Which EPA organisation was this? |  | |
| What was the date(s) of the EPA? |  | |
| What grade(s) was issued (e.g. fail/pass/merit/distinction)? |  | |

**Employer and provider declaration:**

**I confirm that the gateway meeting has been carried out to confirm that the apprentice:**

1. **Has achieved all EPA gateway requirements as listed above and has the knowledge, skills and behaviours required by the apprenticeship standard and is eligible for EPA.**
2. **Has been employed throughout their apprenticeship.**
3. **Will have completed a minimum of 12 months and 1 day on-programme before the first EPA assessment with City & Guilds.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** |  | **Date** |  |
| **Training Provider (if appropriate)** |  | **Date** |  |

**Apprentice declaration:**

**I confirm that I have gone through a gateway process to check that I am eligible for EPA.**

**I give City & Guilds permission to apply to the ESFA and the Institute for Apprenticeships for the apprenticeship certificate on my behalf when I complete EPA.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice** |  | **Date** |  |

Providers should submit the completed form to us through the EPA portal. Please refer to the [Manual for the End-Point Assessment Service](https://www.cityandguilds.com/~/media/cityandguilds-site/documents/apprenticeships/manual-for-the-end-point-assessment-service%20pdf.ashx) for details, including timeframes.

# **Assessment 700/750 Trainee Statement form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice** | Name | **Enrolment number** | 123456 |
| **Employer** | Name | **Date** |  |

*This form must be filled electronically and submitted to the City & Guilds Independent End-point Assessor at least two weeks prior to the EPA date.*

|  |  |
| --- | --- |
| **Behaviour assessed**  ***(Suggested maximum word count per behaviour – 250 words)*** | **Training manual ref** |
| **1 Have a strong work ethic including pride in work, attention to detail, integrity and time management** |  |
|  | |
| **2 Have a flexible positive attitude to work** |  |
|  | |
| **3 Ability to work as a lone worker and as a member of a team** |  |
|  | |
| **4 A willingness to learn and contribute to their own continuing professional development** |  |
|  | |
| **5 Having a safety mindset for self, colleagues and golfers** |  |
|  | |
| **6 A clear and effective communicator who can use a variety of communication methods to give/receive information accurately and in a timely and positive manner** |  |
|  | |
| **7 Problem solving and effective decision making** |  |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice** | Signature | **Date** | DD/MM/YY |

# **Assessment 700/750 Employer marking checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice** | Name | **Enrolment number** | 123456 |
| **Employer** | Name | **Date** |  |

**All** criteria must be achieved and the criteria indicated can be awarded marks based on the descriptors in the table. To be used in conjunction with 0143 EPA Pack, page 21-22.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity number and description** | **Mark awarded** | | |
|  | 1 | 2 | 3 |
| 1. Have a strong work ethic including pride in work, attention to detail, integrity and time management |  |  |  |
| 1. Have a flexible positive attitude to work |  |  |  |
| 1. Ability to work as a lone worker and as a member of a team |  |  |  |
| 1. A willingness to learn and contribute to their own continuing professional development |  |  |  |
| 1. Having a safety mindset for self, colleagues and golfers |  |  |  |
| 1. A clear and effective communicator who can use a variety of communication methods to give/receive information accurately and in a timely and positive manner |  |  |  |
| 1. Problem solving and effective decision making |  |  |  |
| 1. Basic use of IT skills demonstrated |  |  |  |
| Total |  | | |
| Grade |  | | |
| Employer signature and date |  | | |

|  |  |  |
| --- | --- | --- |
| **Converting marks to grades** | |  |
| **Grade** | **Marks ranges** |  |
| **Distinction** | 18-22 | The marks for each activity should be |
| **Merit** | 13-17 | totalled and the conversion chart used to |
| **Pass** | 8-12 | determine the grade for each task. |

# **Assessment 700/750 Employer supporting statement**

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice** | Name | **Enrolment number** | 123456 |
| **Employer** | Name | **Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer supporting statement** | | | |
|  | | | |
| Proposed grade (delete as appropriate) | Pass | Employer signature and date |  |
| Merit |
| Distinction |

# **Assessment 700/750 Training Provider marking checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice** | Name | **Enrolment number** | 123456 |
| **Training Provider** | Name | **Date** |  |

**All** criteria must be achieved and the criteria indicated can be awarded marks based on the descriptors in the table. To be used in conjunction with 0143 EPA Pack, page 21-22.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity number and description** | **Mark awarded** | | |
|  | 1 | 2 | 3 |
| 1. Have a strong work ethic including pride in work, attention to detail, integrity and time management |  |  |  |
| 1. Have a flexible positive attitude to work |  |  |  |
| 1. Ability to work as a lone worker and as a member of a team |  |  |  |
| 1. A willingness to learn and contribute to their own continuing professional development |  |  |  |
| 1. Having a safety mindset for self, colleagues and golfers |  |  |  |
| 1. A clear and effective communicator who can use a variety of communication methods to give/receive information accurately and in a timely and positive manner |  |  |  |
| 1. Problem solving and effective decision making |  |  |  |
| 1. Basic use of IT skills demonstrated |  |  |  |
| Total |  | | |
| Grade |  | | |
| Training Provider signature and date |  | | |

|  |  |  |
| --- | --- | --- |
| **Converting marks to grades** | |  |
| **Grade** | **Marks ranges** |  |
| **Distinction** | 18-22 | The marks for each activity should be |
| **Merit** | 13-17 | totalled and the conversion chart used to |
| **Pass** | 8-12 | determine the grade for each task. |

# **Assessment 700/750 Training Provider supporting statement**

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice** | Name | **Enrolment number** | 123456 |
| **Training Provider** | Name | **Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Provider supporting statement** | | | |
|  | | | |
| Proposed grade (delete as appropriate) | Pass | Training Provider signature and date |  |
| Merit |
| Distinction |

# **X:\G Drive\Marketing2\Brand\1.UK Rebrand\FINAL C&G LOGO\City & Guilds Logo\Print\Colour\CMYK\JPEG\C&G_Logo_CMYK.jpgDeclaration of Trainee Statement authenticity**

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

**Apprentice declaration:**

**Trainee Statement – Component 0143-700/750**

**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 |

**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.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Provider** | Signature | **Date** | DD/MM/YY |