Level 3 End-point Assessment for (ST0033/AP03) Automotive Retail Motor Vehicle Service and Maintenance Technician (Light Vehicle)

 (9301-12/13)

**April 2020, v2.0**

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| --- | --- |
| Version and date | Change detail |
| v1.1, May 2018 | N/A |
| v1.2 August 2018 | Amendments to text in Gateway Declaration Form |
| v1.3 September 2018 | Amendments to text in Gateway Declaration Form |
| v1.4 November 2018 | Amendments to text in Gateway Declaration Form |
| v1.5 June 2019 | Title of product amended throughout documentation to include ST no. Amendments to text in Gateway Declaration Form |
| v2.0 April 2020 | Gateway declaration form removed |
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Introduction

### What is in this document

Recording forms to be used by Centres / End-point Assessment customers / Employers / Training providers:

* Apprentice details form
* Declaration of logbook authenticity.

This document must be used alongside the EPA Pack for Centres / End-point Assessment customers / Employers / Training providers.

### Guidance on how to use the recording forms

Centres / End-point Assessment customers / Employers / Training providers must use the forms provided by City & Guilds in the format laid out in this document.

**Evidence reference form**

In the evidence reference column you should provide a clear reference to the piece of evidence that links to that area of the standard, this could be a file name, or more detailed than this.

If you are asked by the IEPA or City & Guilds to review the evidence that has been submitted, you should add to and amend the form you originally submitted.

If the assessment is a resit, only the sections for any new evidence submitted should be completed.

Apprentice details

Please fill in all of your details before you carry out any assessments.

|  |
| --- |
| **Apprentice Details** |
| Surname |  |  | Forename(s) |  |
|  |
| City & Guilds enrolment number |  |
|  |
| **Centre Details** |
| Name |  |  | Centre No |  |
|  |

I understand the requirements of the qualification and that all the work towards the assessments must be my own.

|  |  |
| --- | --- |
| **Apprentice signature** |  |
|  |
| **Assessor name** (please print) |  |  | Signed |  |
|  |
|  |  | Date |  |

9302-702/752 Generic Automotive Job Card

**Apprentice Name**: **Date:** \_\_\_ / \_\_\_ / \_\_\_\_\_

|  |  |
| --- | --- |
| 1. Vehicle details | Task Information |
| Vehicle make: Model: VIN/Rig number: Start time: Finish Time:  | **Task number:**   **Group:**  **Task title:**     |
| 2. Vehicle technical data  |
| Apprentices only need to include key technical data they have used for the assessment, there is no need to complete all 5. 1. Technical data:
2. Technical data:
3. Technical data:
4. Technical data:
5. Technical data:
 |
| 3. Apprentice to provide a brief overview of how the work was undertaken |
| * Can be completed electronically or on paper
* A brief overview of what you have completed during this task (either in sentences or bullet points)

       |
| 4. Assessment feedback |

The assessor is not expected to write a great deal here but identify key points about the assessment linked to the 5 numbers below only where necessary to support the assessment outcome.

1. Apprentice worked safely and in line with soft skills and behaviour
2. Used the correct data when needed
3. Equipment used correctly to diagnose
4. Assessment completed or needed to be stopped
5. Any questions asked to confirm competences

**IEPA Signature**: **Date:** \_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_\_

Declaration of logbook 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 |

**Tutor/Employer 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.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Tutor/Assessor** | Signature  | **Date** | DD/MM/YY |