

City & Guilds Level 3 End-point Assessment for ST0448/AP01 Vehicle Damage Mechanical, Electrical and Trim Technician   
(9323-12)

Provider & Employer Recording Forms Pack

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Version 1

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For external use



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Introduction

What is in this document

Recording forms to be used by End-point Assessment providers/employers:

* Vehicle Damage Mechanical, Electrical and Trim Technician Portfolio Header and Declaration Form
* Portfolio of Evidence Checklist
* Sample Apprentice Review Form for Employers.

This document must be used alongside the End-point Assessment Pack for Providers & Employers.

Guidance on how to use the recording forms

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

Portfolio Header and Declaration Forms

In the evidence reference column, the apprentice should provide a clear reference to the piece of evidence that links to that area of the standard, the evidence needs to be clearly referenced.

Portfolio of Evidence Checklist

City & Guilds have created a ‘portfolio checklist’ to help apprentices and centres ensure that all relevant information is accounted for. You must upload the completed evidence reference form to the EPA portal in word format.

Note: The Portfolio of Evidence Checklist must be uploaded as a word-processed document.

Sample Apprentice Review Form for Employer/provider

It is expected that the provider/employer will have regular reviews with the apprentice, this form can be used to record these meetings, or the employer/provider may devise their own forms or systems (electronic or paper-based). This form is **not** submitted to City & Guilds.

# Level 3 Vehicle Damage Mechanical, Electrical and Trim Technician 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 |

**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 |

**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.

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

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

| Standard reference | | Write section reference(s) of where in the Portfolio this reference is covered Apprentice  only | Checked to ensure evidence is Valid Provider/  Employer  only | IEPA reference check  IEPA only | IEPA notes  IEPA only |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| K1 | Engine, gearbox, suspension, mechanical and electrical systems including safety related autonomous items. |  |  |  |  |
|  | | | | | |
| K2 | Body Mechanical Repair tools, equipment and devices used in the process, e.g. vehicle diagnostics equipment, wheel alignment, advanced driver assistance calibration tooling etc. |  |  |  |  |
|  | | | | | |
| K3 | Vehicle diagnostics and interpretation of technical data. |  |  |  |  |
|  | | | | | |
| K4 | The safe handling and management of Safety Restraint Systems Pyrotechnics and other areas of significant risk. |  |  |  |  |
|  | | | | | |
| K5 | Repair and safe handling of all vehicle fuel types including combustion, hybrid and other high voltage, compressed natural gas. Including High Voltage components. |  |  |  |  |
|  | | | | | |
| K6 | Vehicle hardware and software and digital communication e.g., telematics capability, recall legislation compliance etc. |  |  |  |  |
|  | | | | | |
| K7 | The principles of customer service. |  |  |  |  |
|  | | | | | |
| K8 | Health & Safety and compliance requirements of a collision repair business. |  |  |  |  |
|  | | | | | |
| K9 | Their direct commercial productivity and efficiency impact of their role within the whole repair process. |  |  |  |  |
|  | | | | | |
| K10 | Quality control process and the implications of poor-quality repairs. |  |  |  |  |
|  | | | | | |
| S1 | Ability to undertake appropriate job preparation prior to  commencing repair, e.g. disarming airbags, undertaking electrical safety precautions and conducting pre-repair diagnostics sweeps. |  |  |  |  |
|  | | | | | |
| S2 | Ability to interpret relevant technical data, specification and  methods will enable appropriate pre-preparation prior to work being carried out. |  |  |  |  |
|  | | | | | |
| S3 | Ability to remove, repair and replace Engine, gearbox, suspension, mechanical and electrical systems, related autonomous items from the vehicle safely, e.g. ABS units, safety restraint systems, RADAR & LIDAR semi-autonomous components. |  |  |  |  |
|  | | | | | |
| S4 | Ability to diagnose and fix faults within a vehicle management system (on board computer) & associated electrical system. |  |  |  |  |
|  | | | | | |
| S5 | Ability to identify and communicate supplementary parts where required. |  |  |  |  |
|  | | | | | |
| S6 | Ability to identify and operate the correct repair tools, equipment and devices used in the process such as Geometry wheel aligners for alignment of the wheels, diagnostic hardware to establish any faults with the vehicle and establish if parts are replaced or re calibrated, utilising torque wrenches to tighten nuts/bolts to the manufacturer recommendations. |  |  |  |  |
|  | | | | | |
| S7 | Ability to rebuild vehicles post repair and reinstate safety critical systems including Safety Restraint Systems, airbags, seat belts  and pretensions, Advanced Driver Assistance Systems, cameras, RADAR’s and LIDAR’s including collision avoidance technology. |  |  |  |  |
|  | | | | | |
| B1 | Use all the knowledge and skills developed to carry out tasks in a safe and efficient manner, complying with all business operating procedures and policies. |  |  |  |  |
|  | | | | | |
| B2 | Operate as an effective team member and take responsibility, be honest and accountable when things go wrong, tracking their own progress and informing others if deadlines are at risk. |  |  |  |  |
|  | | | | | |
| B3 | Commitment to understanding their role in the wider sector by making opportunities to understand how other roles contribute to their work output. |  |  |  |  |
|  | | | | | |
| B4 | Commitment to customer service and meeting deadlines by being flexible with their time and willingness to take on tasks outside of their job role to ensure goals are met. |  |  |  |  |
|  | | | | | |
| B5 | Take responsibility for personal and professional development, keeping knowledge and skills up to date with emerging technology to perform the role effectively. |  |  |  |  |
|  | | | | | |
| B6 | Anticipate problems and put steps in place to avoid them, where problems do occur explore and address the cause. |  |  |  |  |
|  | | | | | |
| B7 | Effectively communicate with customers and colleagues. |  |  |  |  |

Portfolio of Evidence Checklist

City & Guilds have created a ‘portfolio checklist’ to help apprentices and centres ensure that all relevant information is accounted for. You must upload the completed evidence reference form to the EPA portal in word format.

|  |  |  |
| --- | --- | --- |
| 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 form? And has all evidence been referenced, where applicable? |  |
| 6. | Does it showcase the apprentice’s best pieces of work? |  |
| 7. | Have duplicate and irrelevant pieces of evidence been removed? |  |
| 8. | Is there sufficient evidence to cover the whole of the KSBs and grading descriptors that are referenced? |  |
| 9. | Are any witness testimonies or employer references tailored to the apprentice, where applicable? |  |
| 10. | Has any client/customer reference information been anonymised? |  |

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| --- | --- | --- | --- | --- |
| Apprentice Portfolio of Evidence Checklist | | | Tick when confirmed | |
| 11. | | Are all external sources of information appropriately documented and referenced to the original source, showing clear understanding of how they relate to the criteria? |  | |
| 12. | | Has the appropriate stakeholder(s) e.g. employer/training 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 | | | | |
| **Reminder:** You must upload the completed ‘Portfolio of Evidence Checklist’ to EPA Pro in Word format. | | | | |

Sample Apprentice Feedback Form for Providers & Employers

It is expected that the provider/employer will have regular reviews with the apprentice. This sample Apprentice Feedback Form for Providers & Employers can be used to record these meetings or employers/providers may devise their own forms or systems (electronic or paper-based).

**NB**: This form is not submitted to City & Guilds.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Apprentice name** |  | **Enrolment number** |  |
| **Assessment method & title** |  | | |
| **Provider/Employer** |  | **Date of End-point Assessment** |  |

|  |  |
| --- | --- |
| Task / AO | Feedback |
|  |  |
|  |  |

# Contact Us

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| --- | --- |
| 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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