

Employer confirmation guide

City & Guilds Construction (Level 3) - Painting and Decorating

Form A and Form B to be completed by the apprentice's employer.

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Introduction

Employers have an enhanced role in the delivery of the new apprenticeship suite of qualifications in the construction and building service engineering sector.

The employer confirmation provides guidance to employers and training providers on how the occupational competency statements set by the industry have been met. By completing the following evidence documents and all required methods of assessment, the apprentice is able to apply for and attain the relevant industry competency card.

The purpose of the employer confirmation is to provide centres and trade bodies with the assurance that the apprentice is occupationally proficient and has covered the full range of relevant standards. The collection of evidence allows the training provider to check that 'Form A Employer Confirmation' and 'Form B Employer Checklist' are both valid. Upon completion there will be an audit trail to support the decision which will then allow the apprentice to proceed to their final assessment, the professional discussion.

Employer role

- They will work with and support apprentices throughout their apprenticeship.
- Attend an initial meeting with the training provider to identify the range of tasks required to meet industry competency statements, work-based project and completion of 'Form A Employer Confirmation' and 'Form B Employer Checklist'.
- Provide opportunities for the apprentice to carry out the activities outlined within the occupational competency statements set by industry.
- Meet with training providers to review and record the apprentice's progress throughout their apprenticeship.
- Support the apprentice in gathering evidence to confirm proficiency in the activities that they carried out.
- Support the apprentice in compiling a portfolio of evidence.
- Confirm when the apprentice has met the required standard for the trade and is ready to progress to their final assessment (the professional discussion), confirmed by completing 'Form A Employer Confirmation' and 'Form B Employer Checklist'.
- Support the apprentice in applying for their relevant industry competency card.

Training provider role

- The training provider will work with employers to guide and support the apprentice throughout their journey.
- They will attend an initial meeting with the employer to identify the range of activities required to meet industry competency statements and the work-based project.
- Ensure the quality of 'Form A Employer Confirmation' and 'Form B Employer Checklist' which will allow the apprentice to progress onto their final assessment, the Professional discussion.
- When simulation is acceptable, the occupationally competent assessor will validate and authenticate the relevant sections within forms A and B.
- Ensure evidence gathered by all of their apprentices is appropriate and sufficient by carrying out and recording internal quality assurance sampling (confirmed by signing/dating section 3 of 'Form A Employer Confirmation').
- Support the employer and apprentice in compiling the portfolio of evidence, referenced to the occupational competency statements.

City & Guilds | EAL

- Will provide training and support to training providers and employers through webinars and information on the Skills for Wales website.
- Ensure training providers have suitable and robust quality and assessment processes in place through our quality assurance department.
- Certificate apprentices upon successful completion of all assessment components.

Portfolio of evidence requirements

Compiling the apprentice's portfolio should only start once the employer is satisfied the apprentice is consistently working at or above the criteria set out in the occupational competence statements. That is to say they are deemed to have achieved occupational proficiency. In making this decision, the employer may take advice from the apprentice's training provider. The overall decision must ultimately be made by the employer(s).

- Apprentices must compile a portfolio of evidence during the on-programme period of the apprenticeship.
- It must contain sufficient evidence, gathered within the workplace, to demonstrate the occupational competency statements.
- It will typically contain 15 pieces of evidence.
- Evidence must be mapped against the occupational competency statements
- Evidence sources might include (this is not a definitive list):
 - workplace documentation, for example job cards/job sheets, check sheets/ quality check records, accident records, equipment check/maintenance records
 - annotated specifications, for example drawings, cutting lists, work instructions
 - annotated photographs
 - video clips (maximum duration 10 mins) supported by clear timestamps detailing when key pieces of evidence occur.
- Evidence should not include any methods of self-reflection or self-assessment
- Any employer contributions should focus on direct observation (for example witness statements) of proficiency rather than opinions.
- The evidence must be valid, sufficient, reliable, current and authenticated by an employer.
- The evidence provided must be valid and attributable to the apprentice; the portfolio must contain a statement from the employer and the apprentice confirming this and confirmation from the employer that there is sufficient evidence to meet the pass criteria.

Simulation

(Designed situations that have been agreed for producing artificially generated evidence)

- May only be used where simulated evidence is acceptable – as indicated in the competency statement checklist, the unit(s) and assessment criteria where simulation is permitted are shown in bold italic.
- The evidence must be valid, authenticated, reliable, current, and sufficient.
- For additional information refer to the [Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional National Vocational Qualifications.](#)

Form A Employer confirmation

This form is split into three sections and has been contextualised for each trade within the construction and building services engineering sectors. It is the responsibility of the employer to complete this form in collaboration with the training provider and apprentice.

Section 1

- Completed at the start on the apprentice journey following an initial meeting with the training provider.
- Identifies the range of activities required to meet the industry competency statements and work-based project.

Section 2

- Identifies the unit headings of the occupational competency statements that the apprentice will have to complete.
- The employer will tick and initial the occupational competency unit an apprentice achieves while under their guidance.
- Provision has been made to allow for more than one employer to complete this section. This is to allow provision when an apprentice is employed through the shared apprenticeship scheme and more than one employer becomes involved.
- When more than one employer is involved with the same apprentice, this section will be completed by the employer who confirms the final activity in Form B has been carried out.
- When simulation is acceptable for a unit(s) the occupationally competent assessor will complete this section to confirm the activities in Form B have been completed.

Section 3

- This section is to be completed where a change of employer has occurred.
- This section is completed by each of the employers involved in supporting and guiding the apprentice, as well as the training provider, internal quality assurer and apprentice.
- When simulation is acceptable the occupationally competent assessor will complete this section.
- Upon completion the apprentice can be entered for their final assessment (the professional discussion).

Form B Employer checklist

This form has been contextualised for each trade within the construction and building service engineering sectors. The occupational competency statement log highlights the occupational competency units that an apprentice will have to complete for their trade. It is the responsibility of the employer(s) to complete in collaboration with the training provider and apprentice.

- Each unit consists of a title, activity and provision for the employer(s) to confirm the apprentice is proficient by placing a tick within the corresponding employer box.
- Each occupational competency statement unit has provision for up to four employers to provide confirmation that the apprentice is proficient within each criteria.
- When an apprentice has more than one employer, the employer who signs as employer one will continue as employer one when completing documentation. Additional employers will complete the corresponding sections for additional employers.
- Employers are making judgements that in their view the apprentice can complete the activity to a satisfactory industry standard and in a timely and safe manner.
- Different employers may confirm the apprentice is proficient on the same activity which is acceptable.
- When simulation is acceptable for a unit(s), the occupationally competent assessor will make a judgement that in their view the apprentice can complete the activity to a satisfactory industrial standard and in a timely manner.
- The apprentice will gather and retain evidence to demonstrate how they have achieved the activity criteria inline with the occupational competency statement.

Employer and Provider 8 Step Delivery Guide

This 8 step guide gives employers and providers an overview of the apprentice support that will be required for the delivery of the Level 3 apprenticeship suite of Construction and Building Services Engineering qualifications in Wales.



Step 1

Apprentice secures employment and starts their learning journey.



Step 2

Providers meets with employer to identify the range of tasks required to meet the industry competency statements and work based project.



Step 3

Develop and agree quality assurance checks for employer confirmation process.



Step 4

Periodic reviews of apprentice's progress and quality checks of evidence from industry.



Step 5

Observation of practical industry project.



Step 6

Final review meeting with employer and apprentice. Employer completes confirmation documentation, apprentice showcases their portfolio of evidence.



Step 7

Apprentice progresses to the final assessment. (Professional discussion.)



Step 8

Upon successful completion of all components City & Guilds | EAL will certificate and apprentice can apply for industry competency card.

Form A Employer confirmation

Employer confirmation is confirming the apprentice is occupationally proficient and has met all the occupational competency statements and can now continue to their final assessment, the Professional discussion.

- The confirmation document is the responsibility of the employer with the support of the training provider.
- Quality assurance of the process will be the responsibility of the internal quality assurer.
- The awarding body will check the process as part of external quality assurance.

Section 1: Apprentice details

Apprentice name

Apprentice registration number

Qualification title and number

Centre name

Section 2: Occupational competency statements

Occupational competency statements met for	Yes	Employer initial
Conform to general workplace, health and safety and welfare VR641		
Conform to productive practices VR642		
Move, handle and store resources VR643		
Erect and dismantle access/working platforms VR250		
Prepare surfaces for painting and/or decorating VR332		
Apply surface coatings by brush and roller VR333		
Hang wall coverings (Standard and Foundation Papers) VR336		
Attitudes and behaviours		
Portfolio complete		
Optional unit: Prepare and paint surfaces on conservation or restoration projects VR 551		

Form A Continued

Upon completion the apprentice can now be entered for their final assessment, the discussion.

Section 3: Employers confirmation

Role	Company name	Employee name	Position in company	Signature <small>(which may be typed)</small>	Initial	Date
Apprentice						
Employer 1						
Employer 2						
Employer 3						
Employer 4						
Internal Quality Assurer						

Form B Employer checklist

Occupational competency statement checklist: Painting and Decorating

Apprentice Name

Conform to General Workplace Health, Safety & Welfare (VR641)	Employer			
	E1	E2	E3	E4
Demonstrate personal behaviour which shows active responsibility for general workplace health, safety, and welfare in the context of complying with organisational policies and procedures:				
Consideration of others				
Interpretation of given instructions to maintain safe systems of work				
Contributing to discussions (offer and provide feedback)				
Maintain quality working practices				
Contributing to the maintenance of workplace welfare facilities				
Storage and use of equipment provided to keep people safe				
Disposal of waste and/or consumable items				
In accordance with organisational requirements with regards to:				
Dealing with accidents and emergencies associated with the type of work being undertaken and the work environment				
Methods of receiving or sourcing information				
Reporting				
Stopping work				
Evacuation				
Fire risks and safe exit procedures				
Consultation and feedback				

Form B Continued

Conform to Productive Work Practices (VR642)	Employer			
	E1	E2	E3	E4
The apprentice must be able to:				
Communicate with line management, colleagues, or customers to ensure work is carried out productively				
Respect the needs of others when communicating				
Interpret procedures and use resources to plan the sequence of work, so that it is completed productively				
Complete documentation as required by the organisation				
Work productively with line management, colleagues, customers, or other people				
Apply the principles of equality and diversity				

Move, Handle or Store Resources (VR643)	Employer			
	E1	E2	E3	E4
The apprentice must be able to:				
Use skills to move, position, store, secure and/or use lifting aids and kinetic lifting techniques				
Move, handle or store occupational resources to meet product information and organisational requirements relating to at least three of the following:				
Sheet material				
Loose material				
Bagged or wrapped material				
Fragile material				
Tools and equipment				
Components				
Liquids				

Form B Continued

Erect and dismantle access/working platforms (VR250)	Employer			
	E1	E2	E3	E4
The Painter and Decorator must be able to:				
Demonstrate the work skills to move, position/erect, secure, check, dismantle and remove access/working platforms				
Use and maintain hand tools and ancillary equipment to erect, dismantle and store at least two of the following access equipment to given access regulations:				
Ladders/crawler boards				
Stepladders/platform steps				
Proprietary towers				
Trestle platforms				
Mobile scaffold towers				
Proprietary staging/podiums				

Prepare surfaces for Painting and Decorating (VR332)	Employer			
	E1	E2	E3	E4
The Painter and Decorator must be able to:				
Demonstrate work skills to wash, strip and/or scrape, abrade and key, mix, fill, level and/or flatten and brush-down				
And use and maintain hand and power tools and associated equipment to: Prepare, prime and seal exterior and/or interior surfaces for industrial and/or non-industrial situations to given working instructions for the following:				
Bare substrates and previously painted and/or decorated surfaces in sound condition including surface defects				
Removal of existing covering and/or material where required				

Form B Continued

Apply Surface Coatings by Brush and Roller (VR333)	Employer			
	E1	E2	E3	E4
The Painter and Decorator must be able to:				
Demonstrate work skills to match, mix, pour, dilute, load, lay-on, lay-off and cut-in				
And use and maintain hand and power tools and associated equipment to apply water-borne and/or solvent-borne coatings to:				
Internal and/or external surfaces				
For industrial and/or non-industrial situations				
To given working instructions for trim, broad areas and				
Structural and architectural work by brush and/or roller				

Hang Wallcoverings – Standard and Foundation Papers (VR336)	Employer			
	E1	E2	E3	E4
The Painter and Decorator must be able to:				
Demonstrate work skills to shade, measure, match and cut, mix, and apply, fold, position, fix, trim and clean-off				
Use and maintain hand tools and ancillary equipment to:				
Establish start and finish point and hang standard papers of substantial length to given working instructions to the following areas:				
Ceilings with any type of paper				
Walls with both internal and external angles using foundation papers (cross)				
Textured and/or relief and patterned finishing papers				
Structural and architectural work by brush and/or roller				

Form B Continued

This is an optional unit containing skills that an employer may wish their employee to obtain beyond the mandatory vocational skills.

Prepare and paint surfaces on conservation or restoration projects (VR551)	Employer			
	E1	E2	E3	E4
The Heritage Painter and decorator must be able to:				
Demonstrate work skills to wash, scrape, strip, hack, fill, abrade and brush or roll				
Use and maintain hand tools and ancillary equipment				
Conserve previously painted interiors to given working instructions, relating to the following:				
Preparation of existing painted surfaces ready for paint applications.				
Application of paint to broad areas by appropriate methods to match the existing colour and finish				
Cutting-in around edges				
Removal and replacement of fittings				

Form B Continued

This is an optional unit containing skills that an employer may wish their employee to obtain beyond the mandatory vocational skills.

Prepare and paint surfaces on conservation or restoration projects (VR551)	Employer			
	E1	E2	E3	E4
Application of knowledge for safe work practices, procedures, and skills, relating to the method/area of work and materials used, to:				
Fill and make good interior and exterior surfaces				
Prepare and restore interior painted doors, windows, timber mouldings, walls, ceilings, and metal work (to replicate the finish and style of the original)				
Prepare and restore exterior painted doors, windows, timber finishing's, walls, and metal work (to replicate the finish and style of the original or existing)				
Apply paint by brush and roller including lead paints, soft/oil-bound distemper, flat oil emulsion and lime wash.				
Recognise sensitive areas				
Maintain heritage and archaeological integrity				
Maintain the principles of minimum intervention and reversible alterations				
Sstop work at the point when conjecture begins and report findings				
Record work carried out (written, photographic and digital)				
Recognise and/or report endangered/protected flora and fauna.				
Remove deteriorated and/or inappropriate materials				
Integrate existing and new constructional components or finishes				
Store salvageable materials and structural components				

Form B Continued

Attitudes and behaviours	Employer			
	E1	E2	E3	E4
The apprentice in their day to day execution of their role, demonstrated the following Personal Based Attitudes and Behaviours:				
Apply professional judgement and support				
Assertive and challenge unsafe behaviours/activities				
Confident and demonstrate innovation through the identification of areas for improvement and suggestion and/or development of innovative solutions				
Identify and manage risks to self and others				
Keep work area clean and tidy				
Punctual and manage own time effectively				
Think logically and accordance with the demands of the situation using clear and valid reasoning when making decisions to undertake the work instructions				
Reliable and work effectively individually and in a team				
Work in accordance with quality requirements				
Work productively and be respectful (in terms of equality, diversity and inclusion)				
Dressed appropriately and work safely and ensure safety of others				
Work within own level of competence and know when to seek advice from others				

Employer	Company name	Employee name	Employee initial	Date
Employer 1				
Employer 2				
Employer 3				
Employer 4				

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About City & Guilds | EAL

City & Guilds and EAL are two awarding bodies who have come together to collaborate on the development of a suite of construction and building services engineering qualifications for Wales.

We bring over 140 years' experience of developing qualifications and assessments in the construction and built environment sector. City & Guilds and EAL have always shared a great relationship, so this really is a proven partnership that is truly focused on supporting the sector to meet the opportunity that the future holds.

We strongly believe in empowering people with opportunities for the future, and our aims of this new suite of qualifications are to help people get into a job, get on in the job and go further.

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