Employer confirmation guide
City & Guilds Construction (Level 2) – Site Carpentry

Form A and Form B to be completed by the learner'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 National Occupational Standards (NOS) performance statements set by the industry have been met. By completing the following evidence documents and all required methods of assessment, the learner 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 learner 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 and there will be an audit trail to support the decision.

Employer role

- They will work with and support learners throughout their apprenticeship.
- Attend an initial meeting with the training provider to identify the range of tasks required to meet NOS performance statements, work-based project and completion of 'Form A Employer Confirmation' and 'Form B Employer Checklist'.
- Provide opportunities for the learner to carry out the activities outlined within the NOS performance statements set by industry.
- Meet with training providers to review and record the learner's progress throughout their apprenticeship.
- Support the learner in gathering evidence to confirm proficiency in the activities that they carried out.
- In limited circumstances simulated activities can take place in a workshop environment to gather evidence subject to the simulation criteria listed below being fully met.
- Support the learner in documenting their evidence, eg through a journal or diary.
- Confirm when the learner has met the required standard for the trade by completing 'Form A Employer Confirmation' and 'Form B Employer Checklist'.
- Support the learner in progressing to attain their relevant industry competency card.

Training provider role

- The training provider will work with employers to guide and support the learner throughout their journey.
- They will attend an initial meeting with the employer to identify the range of activities required to meet industry NOS performance statements and the work-based project.
- Ensure the quality of 'Form A Employer Confirmation' and 'Form B Employer Checklist'.
- Ensure evidence gathered by all of their learners is appropriate and complete by carrying out and recording internal quality assurance sampling (confirmed by signing/dating section 3 of 'Form A Employer Confirmation').
- Support the employer and learner in documenting the evidence, eg a journal or diary, as referenced in the NOS performance statements.

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- 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 learners upon successful completion of all assessment components and the employer confirmation process.

Requirements of evidence

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

- Learners must document their evidence during the on-programme period of the apprenticeship.
- It must contain enough evidence, gathered within the workplace, to demonstrate the NOS performance statements.
- It will typically contain 15 pieces of evidence, and could take the format of a journal or diary.
- Evidence must be mapped against the NOS performance 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 authenticated by an employer and have been recently gathered. There should be enough evidence documented to show the site based performance statements have been met.
- The evidence provided must be valid and attributable to the learner; the documented evidence must be complete.
- The employer's signature on the confirmation document confirms this is the case.

Simulation

Simulated evidence is only acceptable where indicated in **the NOS performance statement checklist**. Units and assessment criteria where simulation is permitted are shown in ***bold italic.***

All simulated evidence must be:

- authentic and recently gathered
- sufficiently documented to demonstrate that the NOS performance statements have been met.

Where permitted, simulation can take place in a **workshop environment**. The simulated activity and setting must, as far as possible, reflect the conditions found on site, including:

- PPE
- supervision
- safety protocols
- realistic timescales; as would be reasonably expected on the job
- quality standards.

For additional information refer to the Consolidated Assessment Strategy for Construction and the Built Environment

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 learner.

Section 1

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

Section 2

- Identifies the unit headings of the NOS performance statements that the learner will have to complete.
- The employer will tick and initial the occupational competency unit a learner 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 a learner is employed through the shared apprenticeship scheme and more than one employer becomes involved.
- When more than one employer is involved with the same learner, this section will be completed by the employer who confirms the final activity in Form B has been carried out.
- When simulation has been carried out and 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 learner, as well as the training provider, internal quality assurer and learner.
- When simulation is acceptable the occupationally competent assessor will complete this section.
- Upon completion the learner can be confirmed as being occupationally proficient in their trade.

Form B Employer checklist

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

- Each unit consists of a title, activity and provision for the employer(s) to confirm the learner is proficient by placing a tick within the corresponding employer box.
- Each occupational competency unit has provision for up to four employers to provide confirmation that the learner is proficient within each criteria.
- When a learner 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 learner can complete the activity to a satisfactory industry standard and in a timely and safe manner.
- Different employers may confirm the learner 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 learner can complete the activity to a satisfactory industrial standard and in a timely manner.
- The learner will gather and retain evidence to demonstrate how they have achieved the activity criteria in line with the NOS performance statement.

Employer and Provider 7 Step Delivery Guide

This 7 step guide gives employers and providers an overview of the learner support that will be required for the delivery of the Level 2 apprenticeship suite of Construction and Building Services Engineering qualifications in Wales.

Step 1

Learner secures employment and starts their learning journey.

Step 2

Provider meets with employer to identify the range of tasks required to meet the industry NOS performance statements and work-based project.

Step 3

Develop and agree quality assurance checks for employer confirmation process.

Step 4

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

Step 5

Observation of practical industry project.

Step 6

Final review meeting with employer and learner. Employer completes confirmation documentation, learner completes their documented evidence.

Step 7

Upon successful completion of all components City & Guilds will certificate and the learner can progress to attain the industry competency card.

Form A Employer confirmation

Employer confirmation is confirming the learner is occupationally proficient and has met all the NOS performance statements.

- 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 organisation will check the process as part of external quality assurance.

Section 1: Learner details

Learner name	
Learner registration number	
Qualification title and number	
Centre name	

Section 2: NOS performance statements

NOS performance statements met for	Yes	Employer initial
Conform to general workplace, health and safety and welfare COSVR641	☐	
Conform to productive practices COSVR642	☐	
Move, handle and store resources COSVR643	☐	
Install first fixing components COSVR09	☐	
Install second fixing components COSVR10	☐	
Erect structural carcassing components COSVR11	☐	
Attitudes and behaviours	☐	
Documented evidence complete	☐	

Form A Continued

Upon completion and following awarding organisation external quality assurance the learner qualification certificate will be issued.

Section 3: Employers confirmation

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

Form B Employer checklist

NOS performance statement checklist: Site Carpentry

Learner Name

Conform to general workplace health, safety & welfare (COSVR641)	Employer			
	E1	E2	E3	E4
The Site Carpenter must be able to: Comply with all workplace health, safety and welfare legislation requirements at all times through:				
The avoidance of risk by complying with given information relating to induction, briefings, application of prior training (safe use of health and safety control equipment)	☐	☐	☐	☐
Adherence to statutory requirements and/or safety notices and warning signs displayed in the workplace or on equipment	☐	☐	☐	☐
Recognise hazards (created by changing circumstances), associated with the workplace, that have not been previously controlled, and report them in accordance with organisational procedures	☐	☐	☐	☐
Show personal behaviour which demonstrates 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)	☐	☐	☐	☐
Maintaining 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	☐	☐	☐	☐
Comply with organisational procedures for maintaining the security of the workplace:				
During the working day	☐	☐	☐	☐
On completion of the day's work	☐	☐	☐	☐
From unauthorised personnel (other operatives and/or the general public)	☐	☐	☐	☐
From theft	☐	☐	☐	☐

Form B Continued

Conform to productive work practices (COSVR642)	Employer			
	E1	E2	E3	E4
The Site Carpenter 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 to maintain good working relationships	☐	☐	☐	☐
Apply the principles of equality and diversity	☐	☐	☐	☐

Move, handle or store resources (COSVR643)	Employer			
	E1	E2	E3	E4
The Site Carpenter must be able to:				
Interpret given information to move, handle or store occupational resources, and use and store lifting aids and equipment	☐	☐	☐	☐
Avoid risk by complying with the given information relating to at least two of the following:				
Methods of work	☐	☐	☐	☐
Safe use of health and safety control equipment	☐	☐	☐	☐
Safe use of lifting aids	☐	☐	☐	☐
Protection of the environment	☐	☐	☐	☐
Select the required quantity and quality of resources for the method of moving, handling or storing occupational resources:				
Lifting and handling aids	☐	☐	☐	☐
Container(s)	☐	☐	☐	☐
Fixing, holding and securing systems	☐	☐	☐	☐

Form B Continued

Move, handle or store resources (COSVR643)	Employer			
	E1	E2	E3	E4
Select the required quantity and quality of resources for the method of moving, handling or storing occupational resources (continued):				
Protect the occupational resources and their surrounding area from damage	☐	☐	☐	☐
Dispose of waste and packaging in accordance with legislation	☐	☐	☐	☐
Maintain a clean workspace	☐	☐	☐	☐
Demonstrate work 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	☐	☐	☐	☐
Complete the work within the estimated, allocated time to meet the needs of other occupations and/or customer	☐	☐	☐	☐

Form B Continued

Install first fixing components (COSVR09)	Employer			
	E1	E2	E3	E4
The Site Carpenter must be able to:				
Interpret drawings, specifications, schedules, method statements, risk assessments and manufacturers' information related to the work to be carried out	☐	☐	☐	☐
Avoid risk by complying with the given information relating to at least four of the following:				
Methods of work	☐	☐	☐	☐
Safe use of health and safety control equipment	☐	☐	☐	☐
Safe use of access equipment	☐	☐	☐	☐
Safe use, storage and handling of materials, tools and equipment	☐	☐	☐	☐
Specific risks to health	☐	☐	☐	☐
Select resources associated with own work:				
Materials, components and fixings	☐	☐	☐	☐
Tools and equipment	☐	☐	☐	☐
Comply with organisational procedures to minimise the risk of damage to the work and surrounding area by:				
Protecting the work and its surrounding area from damage	☐	☐	☐	☐
Maintaining a clear and tidy work space	☐	☐	☐	☐
Disposing of waste in accordance with current legislation	☐	☐	☐	☐
Demonstrate work skills to measure, mark out, finish, position, and secure materials	☐	☐	☐	☐
Use and maintain hand and power tools to install at least three of the following to given working instructions:				
Frames (door and/or window)	☐	☐	☐	☐
Linings (door and/or hatch)	☐	☐	☐	☐
Floor joist coverings (or flat roof decking)	☐	☐	☐	☐
Partitions	☐	☐	☐	☐

Form B Continued

Install first fixing components (COSVR09)	Employer			
	E1	E2	E3	E4
Use and maintain hand and power tools to install at least three of the following to given working instructions (continued):				
Staircases	☐	☐	☐	☐
Roof verge and eaves finishings	☐	☐	☐	☐
Complete own work within the estimated, allocated time to meet the needs of other occupations and/or client	☐	☐	☐	☐

Install second fixing components (COSVR10)	Employer			
	E1	E2	E3	E4
The Site Carpenter must be able to:				
Interpret drawings, specifications, schedules, method statements, risk assessments and manufacturers' information related to the work to be carried out	☐	☐	☐	☐
Avoid risk by complying with the given information relating to at least four of the following:				
Methods of work	☐	☐	☐	☐
Safe use of health and safety control equipment	☐	☐	☐	☐
Safe use of access equipment	☐	☐	☐	☐
Safe use, storage and handling of materials, tools and equipment	☐	☐	☐	☐
Specific risks to health	☐	☐	☐	☐
Select resources associated with own work:				
Materials, components and fixings	☐	☐	☐	☐
Tools and equipment	☐	☐	☐	☐
Comply with organisational procedures to minimise the risk of damage to the work and surrounding area by:				
Protecting of the work and its surrounding area from damage	☐	☐	☐	☐
Maintaining a clear and tidy work space	☐	☐	☐	☐

Install second fixing components (COSVR10)	Employer			
	E1	E2	E3	E4
Comply with organisational procedures to minimise the risk of damage to the work and surrounding area by (continued):				
Disposing of waste in accordance with current legislation	☐	☐	☐	☐
Demonstrate work skills to measure, mark out, fit, finish, position, and secure materials	☐	☐	☐	☐
Use and maintain hand and power tools to install at least five of the following to given working instructions:				
Side hung doors	☐	☐	☐	☐
Mouldings (architrave, skirting)	☐	☐	☐	☐
Ironmongery	☐	☐	☐	☐
Service encasement	☐	☐	☐	☐
Prefabricated units or fitments	☐	☐	☐	☐
Cladding or panelling	☐	☐	☐	☐
Stair components (balustrades, handrails, spindles)	☐	☐	☐	☐
Complete own work within the estimated, allocated time to meet the needs of other occupations and/or client	☐	☐	☐	☐

Erect structural carcassing components (COSVR11)	Employer			
	E1	E2	E3	E4
The Site Carpenter must be able to:				
Interpret drawings, specifications, schedules, method statements, risk assessments and manufacturers' information related to the work to be carried out	☐	☐	☐	☐
Avoid risk by complying with the given information relating to at least four of the following:				
Methods of work	☐	☐	☐	☐
Safe use of health and safety control equipment	☐	☐	☐	☐
Safe use of access equipment	☐	☐	☐	☐
Safe use, storage and handling of materials, tools and equipment	☐	☐	☐	☐
Specific risks to health	☐	☐	☐	☐

Erect structural carcassing components (COSVR11)	Employer			
	E1	E2	E3	E4
Select resources associated with own work:				
Materials, components and fixings	☐	☐	☐	☐
Tools and equipment	☐	☐	☐	☐
Comply with organisational procedures to minimise the risk of damage to the work and surrounding area by:				
Protecting the work and its surrounding area from damage	☐	☐	☐	☐
Maintaining a clear and tidy work space	☐	☐	☐	☐
Disposing of waste in accordance with current legislation	☐	☐	☐	☐
Demonstrate work skills to measure, mark out, fit, finish, position, and secure materials	☐	☐	☐	☐
Use and maintain hand and power tools to erect at least one of the following to given working instructions:				
Inclined roofs with gables	☐	☐	☐	☐
Load bearing partitions	☐	☐	☐	☐
Joists (ground, upper or flat roof), including coverings (flat roofs, decks or floors)	☐	☐	☐	☐
Complete own work within the estimated, allocated time to meet the needs of other occupations and/or client	☐	☐	☐	☐

Form B Continued

Attitudes and behaviours	Employer			
	E1	E2	E3	E4
The learner in their day to day execution of their role, demonstrated the following Personal Based Attitudes and Behaviours:				
Assertive and challenge unsafe behaviours/activities	☐	☐	☐	☐
Identify and manage risks to self and others	☐	☐	☐	☐
Keep work area clean and tidy	☐	☐	☐	☐
Punctual and manage own time effectively	☐	☐	☐	☐
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 150 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.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds/EAL's products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time.
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