



## ATT EMPLOYER CHECKLIST AND CONFIRMATION OF APPRENTICE READINESS FOR END-POINT ASSESSMENT

### Apprentice's Details

<b>Apprentice's name:</b>	
<b>Employer name and address:</b>	
<b>Name of apprenticeship training provider:</b>	

### Declarations

<b>As the employer representative for this apprentice, I believe each of the following to be true and accurate statements:</b>	<b>Employer initials</b>
The Portfolio of Evidence submitted to ATT is the work of the apprentice named on this form. Where there is evidence drawn from team working, the apprentice named on this form has their own work clearly indicated.	
The Reflective Statement is included in the submission.	
All training logs are authentic and represent the work of the apprentice named on this form.	
Evidence of successful completion of on-programme qualifications is included	
Confirm that the apprentice has achieved GCSE Maths and English at the required level (Grade C or Level 2)	
The apprentice is ready for End-Point Assessment, knows what to expect and has been appropriately prepared.	
Has completed a minimum of 12 months on an apprenticeship by the EPA examination date.	
<b>As the apprentice:</b>	<b>Apprentice initials</b>
I authorise ATT to claim my certificate on my behalf from the Institute for Apprenticeships. ATT may share my End-Point Assessment results with; the ESFA, my Training Provider, employer, and any public bodies responsible for funding my training.	

### Your Details

<b>Name of person representing the employer:</b>	
<b>Position within the company:</b>	
<b>Relation to apprentice:</b>	
<b>Work contact email:</b>	
<b>Work contact number:</b>	
<b>Signature:</b>	
<b>Date:</b>	



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### GUIDANCE NOTE

This form is designed to serve two purposes:

1. It is how the employer helps ATT authenticate the apprentice evidence submitted. By initialing and signing this document the employer is telling us that the evidence submitted is in fact the apprentice's own work.

Where there is group work submitted, the document is also used to assure ATT that the work clearly identified as the apprentice's own contribution to group work is in fact their own and not someone else's.

2. It helps the employer ensure that all the correct documentation and evidence is in place and ready to be submitted to ATT.

This helps ensure that we have all the information, documentation and evidence we need to schedule the End-Point Assessment.

Please note that signatures and initials can be signed by hand or electronic signatures including "scanned" are acceptable as long as the attachment comes from the employer's email address.

*This form will need to be scanned and uploaded at the same time as the apprentice's portfolio of evidence.*

