

Apprentice Details

				Highfield use only
Name				
Apprenticeship and version number				
Date of birth				
Employer				
Training provider				
Start of learning		End of learning		
Has the apprentice met all the requirements for this apprenticeship in line with the assessment plan?				
Has the apprentice met all the requirements for this apprenticeship in line with the Department for Education (DfE) funding rules?				
Has the minimum duration been met, as defined in the Department for Education (DfE) funding rules?				
Has the apprentice suitably demonstrated the behaviours over the course of the apprenticeship?				
Have any previous claims for certificates been made and completed for this apprenticeship?				

Declarations

By signing this form, the relevant signatories confirm that they understand and agree to the declarations applicable to their role.

Apprentice declaration

By signing this form, the apprentice confirms

1. That all evidence used within any assessment or presented to Highfield is their own work and does not infringe any third-party rights.
2. That they understand evidence may be recorded and stored for quality assurance purposes using audio equipment.
3. That, if successful, they give permission for Highfield to request their apprenticeship certificate from the Department for Education (DfE), who issue the certificate on behalf of the Secretary of State.
4. That the apprentice confirms they have read Highfield's Privacy Policy (available on the Highfield Assessment website) and consents to Highfield collecting, using and processing their personal data in accordance with that policy for the purposes of end-point assessment.
5. Where e-portfolio access has been granted, no further amendments will be made to the evidence from the point of submitting this form to Highfield

Signed by apprentice (name)	Signature	Date

Employer declaration

By signing this form, the employer confirms

1. That the apprentice has completed the mandatory on-programme elements of the apprenticeship for which the employer is responsible.
2. That the employer has reviewed the apprentice's performance and confirms that the apprentice has suitably demonstrated the required employability skills and behaviours over the course of the apprenticeship.
3. That, to the best of their knowledge, the apprentice meets the relevant requirements for progression to assessment.
4. That the person signing this declaration has appropriate knowledge of the apprentice's role, performance and development to make these confirmations on behalf of the employer.

Signed by employer (name and job title)	Signature	Date

Training Provider declaration

By signing this form, the employer confirms

1. That the apprentice has completed the mandatory on-programme elements of the apprenticeship for which the training provider is responsible.
2. That the apprentice meets all applicable Highfield and Department for Education (DfE) requirements, including those relating to eligibility.
3. That the apprentice has been on programme for the minimum duration required by the DfE.
4. That the apprentice has achieved the minimum prerequisite maths and English requirements detailed in the applicable funding rules (if applicable).
5. That all required standard-specific prerequisites have been checked and confirmed before the apprentice is submitted for assessment

Signed by training provider (name and job title)	Signature	Date

The signatories above also acknowledge and accept that, in the event that any of the above requirements are not met, this may lead to Highfield being unable to certificate. Furthermore, in such circumstances Highfield may draw any discrepancies to the attention of the DfE or any other relevant authority/organisation.