



**Employer Reference Example**

**Apprentice Details:**

|  |  |
| --- | --- |
| Name |  |
| ULN Number |  |

**Employer Details:**

|  |  |
| --- | --- |
| Employer’s Name |  |
| Manager’s Name |  |
| Manager’s signature |  |
| Company Address |  |

The employer Must complete the employer reference as this contributes to the overall grade of the apprenticeship. This form should be completed where possible by the direct line manager / supervisor or mentor.

Employers can use their own format for a reference but **MUST** make sure they include all the relevant detail.

The reference **MUST** cover the following criteria:

* Whether or not the apprentice has met the outcomes listed in the Apprenticeship Standard
* How the evidence submitted in the Summative Portfolio has been completed and the quality of the apprentice’s work
* How the apprentice works as part of a team and on their own initiative
* Their approach to problem solving and taking responsibility for their actions
* Their approach to work and taking on additional activities
* Communication skills
* Customer service skills, both internally and externally

|  |  |
| --- | --- |
| **Evidence** | **Employer Comment** |
| Summative Portfolio evidence | Project one  Project two  Project three  Project four  Project five  Project six |
| Customer Service skills |  |
| Communication skills |  |
| Teamwork and Initiative |  |
| Problem Solving |  |
| Taking responsibility |  |
| Approach to work |  |
| Additional comments (these can include examples of work not included in the portfolio) |  |

|  |  |
| --- | --- |
| Has the apprentice met all competencies within the Standard | Yes  No |
| If No how will these be demonstrated in the Synoptic Project and Interview |  |

**Note:** This reference should be shared and discussed with the apprentice prior to submission so that the apprentice is aware of what they may be questioned on by the Independent Assessor.