



CREW

Candidate Record of Evidence from the Workplace

Candidate's name

Craft

Qualification

SVQ level 3

Start date of training

End date of training

Personal details:

First name

Second name

Address

DOB

NI No

Employer details:

Name of employer

Address

Start date

Supervisor

Training details:

College/Centre

Lecturer/Assessor

Apprenticeship Officer

Candidate Record of Evidence from the Workplace

Introduction

During your apprenticeship training you will undertake work allocated by your employer which will compliment the training you receive while at college.

It is vital that you receive this industrial experience as the on-site experience will improve:

- ◆ the quality of the work you produce as you progress towards industry standards expected of a craftsperson
- ◆ the speed as you will need to work to meet current industry requirements in terms of productivity.

Purpose of having 'Evidence from the Workplace'

The Candidate Record of Evidence from the Workplace (CREW) is designed to enable staff from ConstructionSkills and your college to monitor that you are making progress by receiving appropriate complimentary industrial experience to support your development.

How to use your CREW

During the periods that you are working in industry, you must gather evidence of the work you have undertaken by completing the first page of each CREW. This can be done by:

- 1 Gathering photographs, sketches or drawings of the work you have been doing.
- 2 Writing a brief description of the type of work you have been experiencing.
- 3 Getting your supervisor to sign each CREW you complete agreeing that you have experienced this type of work.

People who will use your CREW

- (a) You, the candidate, will gather the evidence as illustrated above.
- (b) Your supervisor will sign each CREW confirming that you have experienced the work you have claimed.
- (c) The college lecturer/assessor will discuss the CREW with you during your college training and reference your evidence against the SVQ and National Occupational Standards (NOS). This will enable future actions and training you need to develop to be identified and agreed.

Your college lecturer/assessor will also use the CREW as evidence for one of the Units that you need to achieve to successfully complete your training and attain your qualification. This Unit is known as ***Construction Craft Employment Skills***.

- (d) Your apprenticeship officer will discuss your CREW with you during formal reviews to allow them to monitor your progress and development.

Candidate Record of Evidence from Workplace (CREW)

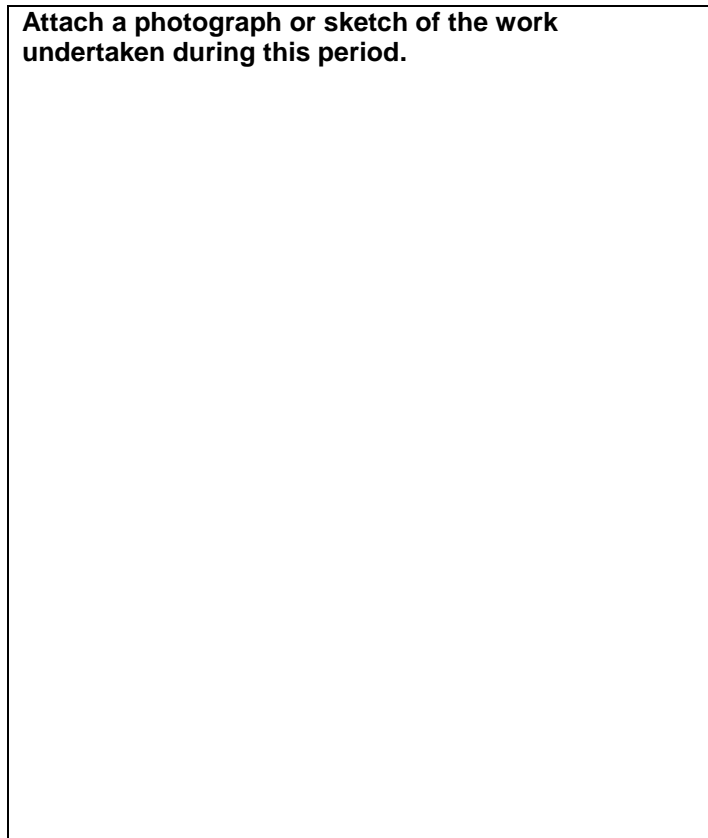
(To be completed by the candidate)

CREW No

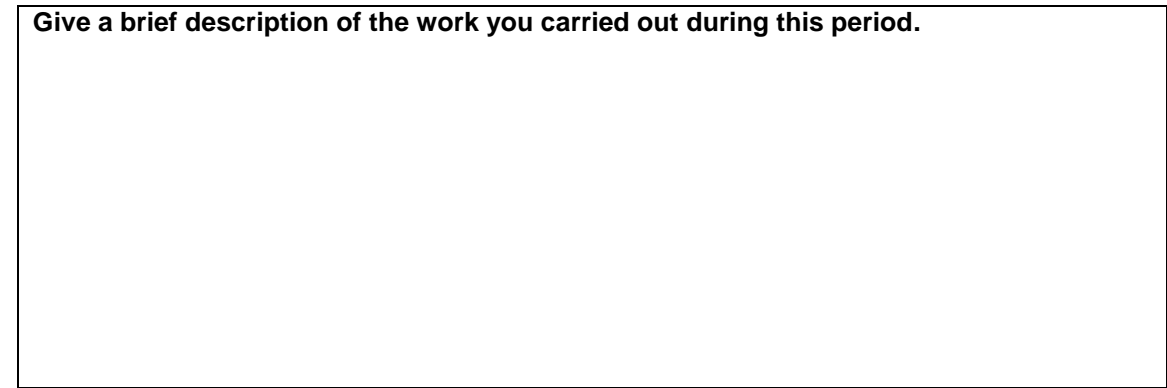
Candidate's name				
Year (circle)	1 st	2 nd	3 rd	4 th
Date	From		To	

Name of site or place of work

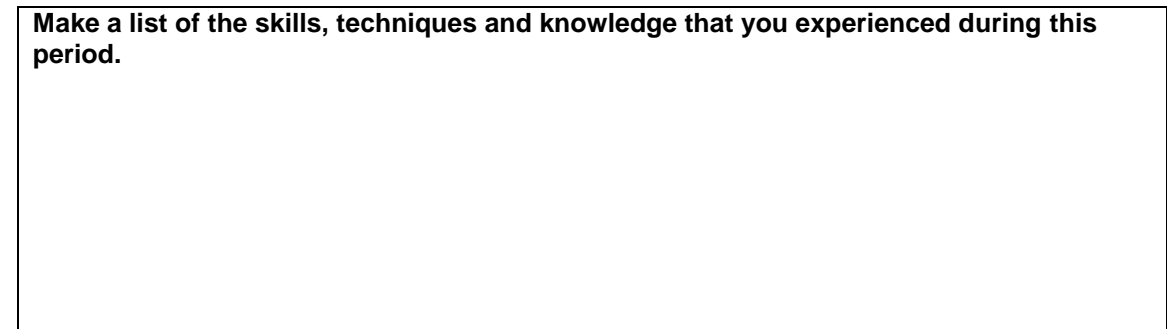
Attach a photograph or sketch of the work undertaken during this period.



Give a brief description of the work you carried out during this period.



Make a list of the skills, techniques and knowledge that you experienced during this period.



Candidate's signature	
Supervisor's signature	

Candidate Record of Evidence from Workplace (CREW)

The candidate and the lecturer/assessor should discuss the evidence before completing this review

Action Plan

Make a list of the aspects of the work undertaken during this period that you are confident with.

Agreed actions to be taken to improve the aspects of this work which need development.

Make a list of the aspects of the work undertaken during this period that you feel you are less confident with or need more experience.

Candidate's signature	
Lecturer/Assessor's signature	
Internal Verifier's signature	
External Verifier's signature	