

Highfield Level 2 End-point Assessment for Large Goods Vehicle (LGV) Driver Witness Testimony Guidance

The following COVID-19 temporary discretion has been agreed until further notice.

The practical observation may be replaced by an alternative assessment consisting of witness testimony from an expert and evidence such as logs. The apprentice will then undertake a professional discussion of up to 30 minutes with the external assessor.

The witness testimonies provided must cover the below assessment criteria that would normally be attempted during the practical driving assessment. This includes pass and distinction assessment criteria from the following areas.

Criteria to be covered by the witness testimony evidence:

S1	Drive safely and efficiently on public and private roads
S2	Use and position vehicle fitted equipment
S3	Control the vehicle in all traffic situations
S4	Use relevant equipment machinery safely
S6	Prepare the vehicle and load for deliveries
S7	Protect the driver, vehicle and load
D1	Make fewer errors and start to demonstrate advanced and courteous driving skills for example enhanced application of the Highway Code and defensive and economic driving skills
D2	Go above and beyond what is expected of their role, for example, demonstration of particularly fast, efficient and new ways of working and improved ways of working
D3	Demonstrate originality in the consistent, effective application of technical processes, resources, techniques and materials
D4	Complete tasks independently to a level that far exceeds the minimum standard with few or no errors
D5	Select and use appropriate skills and processes, justifying their choices
D6	Be able to challenge where appropriate and identify solutions rather than just problems or issues

The employer must complete the witness testimonies and be occupationally competent or have responsibility for the occupational competence of people working in the apprentice's role. They must confirm the dates of when specific activities were witnessed. The witness **must not** be the on-programme assessor.

The evidence must be clearly mapped to the assessment criteria using the witness testimony matrix template. We have also provided a template to use for the witness testimonies however, you can submit your own evidence (including audio and video) provided they contain the declaration statement as provided on the template.

Witness testimonies must be submitted only in the following permitted formats.

<i>.docx</i>	<i>.xlsx</i>	<i>.pptx</i>
<i>.pdf</i>	<i>.jpg</i>	<i>.png</i>
<i>.mp3</i>	<i>.mp4</i>	<i>.m4a</i>

The witness testimonies must be uploaded along with a **fully completed witness testimony matrix template**, where the training provider has mapped each witness testimony to the assessment criteria normally assessed in the observation.

This must be uploaded to the apprentice's Dropbox folder by the date shown on the booking confirmation.

The witness testimony is obtained prior to the professional discussion being conducted; the professional discussion will take the witness testimony into consideration. Any apprentice who is recorded as not passing the witness testimony is not put forward for professional discussion and, in these circumstances, is then delayed until Covid-19 government guidance is changed and a practical driving assessment (observation) can take place.

Professional Discussion

All apprentices will be given the opportunity to take part in a 30-minute professional discussion session led by the end-point assessor. This will be scheduled to take place remotely using our web conferencing system, Lifesize. The discussion will focus on the coverage of the below pass criteria and all the distinction criteria. It will also authenticate the witness testimonies. Apprentices are permitted to bring their witness testimonies or other supporting documents to the discussion. As with all assessment activities, a valid form of photo identification must be shown to the assessor at the start of the question and answer session. Further guidance on how to use Lifesize and the technical requirements will be provided with each booking confirmation.

Criteria to be covered by the professional discussion:

S5	Comply with relevant systems and processes (legislation and regulation)
S8	Plan routes effectively
S9	Use basic IT systems
S10	Maintain the health, safety and security of yourself and others
D1	Make fewer errors and start to demonstrate advanced and courteous driving skills for example enhanced application of the Highway Code and defensive and economic driving skills
D2	Go above and beyond what is expected of their role, for example, demonstration of particularly fast, efficient and new ways of working and improved ways of working
D3	Demonstrate originality in the consistent, effective application of technical processes, resources, techniques and materials
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D6	Be able to challenge where appropriate and identify solutions rather than just problems or issues
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External Documentation

The person completing the witness testimony must utilise the Highfield guidance documentation as well as ensuring that they are familiar with the external documentation in relation to the standard. NSAR Guidance: <https://www.nsar.co.uk/logistics-eqa-apprenticeship-standards/>

IFATE Published assessment plan:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/large-goods-vehicle-lgv-driver/>