**RECAO EPA Supporting Document**

**Appendix 3:**

**Portfolio Declaration of Authenticity Form**

**Level 3 Recruiter Standard ST1421**

Document Reference Table

|  |  |
| --- | --- |
| **Document Reference:** | EPAOPol\_App3\_SC\_0125 |
| **Apprenticeship Standard:** | Recruiter ST1421 v1.0 January 2025 |
| **Document Title:** | Portfolio Declaration of Authenticity Form |
| **Date of Issue:** | 15/01/2025 |
| **Version:** | 1 |
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| **Document Owner:** | RECAO Responsible Officer |
| **Contact:** | centres@rec.uk.com |
| **Address** | RECAO, 20 Queen Elizabeth Street, SE1 2LS |
| **Associated Conditions:** |  |
| **Policy is for the use of:** | Current and prospective REC EPA Centres, Centre Staff, Apprentices, Employers and AO Staff. |
| **Associated Policies:** |  |
|  |  |
| **Date** | **Owner** | **Section** | **Amendment** |
| **07/2022** | SC | All | New Document |
|  |  |  |  |
|  |  |  |  |

Appendix 3: Portfolio Declaration of Authenticity Form

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| **Full Name of Apprentice:** |  |
| **Organisation Name:** |  |
| **Date of Submission:** |  |

**Important Information:**

As part of the REC’s quality assurance systems, a copy of the submitted presentation may be retained until the assessment grading decision has been released. By submitting the presentation, you agree to this copy being kept, and where your presentation contains confidential information relating to your employer you must ensure that they agree to this too.

**Authentication by the apprentice:**

I confirm that the presentation is all my own work and/or sources used have been acknowledged and adheres to the RECAO ‘Use of AI Statement Policy’ found at <https://www.rec.uk.com/about-the-rec/awarding-organisation/information-centre>

|  |  |
| --- | --- |
| **Name in block capitals:** |  |
| **Signature:** |  |
| **Date:** |  |

**Authentication by the employer/training provider**

To the best of my knowledge, I confirm that the presentation is valid and attributable to the apprentice and adheres to the RECAO ‘Use of AI Statement Policy’.

|  |  |
| --- | --- |
| **Name in block capitals:** |  |
| **Signature:** |  |
| **Date:** |  |

This form must be **fully completed and signed** and submitted with the apprentice’s presentation and delivered to the Assessment Organisation.

**Presentations submitted without this declaration form fully completed and signed will not be accepted.**

**Please return the above completed form to** **epa@rec.uk.com**