

Employer Verification of Behaviours

CIC Guidance and Toolkit

July 2026



Employer Verification of Behaviours

Apprenticeship Requirements

In February 2025, the Department for Education (DfE) introduced a new set of apprenticeship assessment principles, aimed at simplifying and creating a more responsive apprenticeship system.

As part of these reforms, **employers will now be required to:**

- review the apprentices' behaviours (as listed in the occupational standard) throughout the apprenticeship programme
- and**
- confirm sufficient demonstration of these behaviours having been met before an apprentice completion certificate can be requested.

Skills England states that:

- Behaviours must be verified by someone (or a combination of people) who has worked closely with the apprentice and who has sufficient oversight of the apprentice and their work and has an understanding of the behaviours set out in the occupational standard. This would usually be the apprentice's line manager or equivalent.
- It is the responsibility of the employer to report their verification of the behaviours to the organisation requesting the apprenticeship certificate. Assessment organisations and providers are not required to assess behaviours or quality assure employer judgements

More Skills England guidance can be found [here](#).

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Apprenticeship Requirements

Apprenticeship Funding Rules 2026/27 (version 1.0) (Rules:147/389/418/419) reiterate this:

- An apprentice can only take their end-point assessment after their employer (in consultation with the main provider) is content they have attained sufficient skills, knowledge and behaviours to successfully complete the apprenticeship (147.3)
- An apprentice is deemed to have reached '**gateway to completion**' when they have satisfied all the requirements set out in the assessment plan, including:
 - They have sufficiently demonstrated the required behaviours (described in the occupational standard) (389.1)
 - Their employer (in consultation with the main provider) is content they have attained sufficient skills, knowledge and behaviours to successfully complete the apprenticeship (389.5)
- The assessment organisation must not claim the apprenticeship completion certificate until they have **received evidence from the employer and provider** that the **apprentice has met all the requirements of the apprenticeship** including the **verification of behaviours** and English and / or maths where applicable (418)
- Where applicable, **the provider** must apply for, and give, apprentices certificates from awarding organisations for achieving a mandatory qualification, and ensure they **keep a copy of this in the evidence pack** (419)

Behaviours in the Built Environment

A Toolkit to support the Employer Verification of Behaviours

- **Why do we need a toolkit?**

- Ensuring employers and apprentices are ready for the employer verification of behaviours within apprenticeship assessment
- It explains roles and responsibilities
- It offers all stakeholders advice and guidance on behaviours, offering consistency across different organisations
- It also supports technical and professional apprentices in the built environment sector, and their employers, to understand what typically counts as evidence at the right level and depth for their apprenticeship occupation
- It also provides a template to support apprenticeship assessment organisations and employers to validate and evidence the required behaviours have been met by the apprentice, before the assessment organisation's request for apprenticeship completion

- **Who is it for?**

- Apprentices
- Employers
- Line managers and/or professional mentors
- Training providers
- Apprenticeship assessment organisations
- Professional (and regulatory) bodies

How does this toolkit support professional registration for achieving apprentices?

- Many apprenticeship occupations in the built environment have been designed to deliver and meet the professional standards available right across this sector
- No matter the profession, the behaviours typically focus around 6 core themes, covering a range of topics
- However, behaviours will vary by apprenticeship level, due to the role, responsibilities and outcomes expected of them
- This links back to the range of professional standards available at varying levels
- In developing the right apprentice behaviours, employers, working in partnership with their chosen training provider, will need to devise a training plan to meet these requirements
- Employers and apprentices will meet regularly throughout the apprenticeship training period, and using the quarterly progress reviews (often called tripartite meetings), behaviours can be checked and challenged
- Line managers and (professional) mentors can then put into place a plan for the apprentice to follow to achieve these behaviours in a timely manner
- As apprentices move into the final stages of the apprenticeship, employers will need to ensure apprentices routinely demonstrate the right behaviours to pass the apprenticeship: employers must verify the behaviours are met
- Whilst the employer verification sign-off is a formality of apprenticeship completion, many apprentices and their employers will be seeking to progress to professional review and qualification
- Gathering the right evidence and working with this toolkit, apprentices will be able to demonstrate their readiness for that independent professional review process, and to move forward with this soon after successfully completing their apprenticeship training

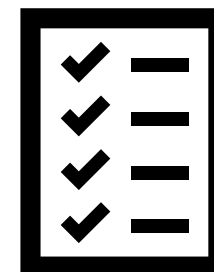
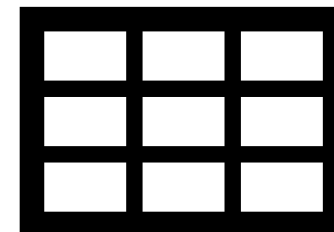
Theme	What it broadly covers
A. Safety, ethics, & public interest	H&S, ethics, codes of conduct, public protection
B. Appropriate professional responsibility & judgement	Decision-making within competence
C. Quality, accuracy & diligence	Care, checking, reliability
D. Collaboration & communication	Effective teamwork, stakeholders, respect
E. Self-management & delivery	Organisation, independence, prioritisation
F. Commitment to learning and professional development	CPD, reflection, learning

Level	Level 3	Level 4 & 5	Level 6	Level 7
Role	Technician / Assistant	Senior Technician / Supervisor	Incorporated / Chartered Professional	Senior / Strategic Professional
Rule of thumb	They follow procedures correctly and know when to ask for help	They work independently and make routine decisions responsibly	They exercise professional judgement and influence outcomes	They lead ethically and protect public trust.
Good evidence shows that the apprentice	Follow rules, RAMS, and instructions Work safely and responsibly Ask for guidance when unsure Check their own work	Plan and manage their own tasks Make routine decisions within their role Prioritise work and manage time Escalate issues that affect safety or quality	Apply standards using judgement, not just rules Balance risk, cost, safety and compliance Influence how others work Take responsibility for professional decisions	Set direction, frameworks or standards for others Show ethical leadership, especially under pressure Influence organisational behaviour Prioritise public interest and professional integrity

How to use this toolkit

All stakeholders can use this toolkit comprising a guidance (MS Word) document and spreadsheet (MS Excel) of behaviours across each of the technical and professional occupations in the built environment

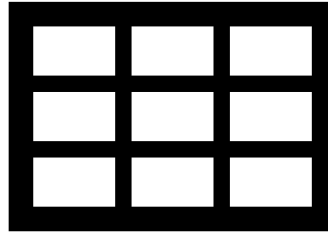
- **Using the spreadsheet (MS Excel)**, you can see the required behaviours needed by each occupation and at the level required in the appropriate tab
 - This spreadsheet also provides insight as to what employers, apprentices and training providers typically need to demonstrate to meet those behaviours
 - By using this, employers can work with their apprentices to explain the behaviours they will need to develop, to embed these into their training, and support the review of these behaviours regularly through quarterly progress reviews
 - Employers and apprentices can then use the spreadsheet to consider their best pieces of evidence needed to complete the apprenticeship, demonstrating that the behaviours have been met
- **The MS Word document** provides guidance when preparing apprentices for final assessment
 - The word document provides a simple template for employers to use when they are asked to 'verify apprentices' behaviours', offering employers a final check of this during the completion stages of the apprenticeship
 - Simply copy and paste the behaviours the apprentice needs to demonstrate and that the employer needs to verify into the template, and start to complete the document
 - This completed document, and any documentary evidence, can then be used to support apprentices to move forward to professional qualification and its assessment



Access the toolkit

Where can I access the toolkit?

- Apprentice behaviours by occupation: [LINK](#)



- Guidance and template: [LINK](#)

