## Software Developer Template 4 – The Employer Reference

**Apprentice details**

|  |  |
| --- | --- |
| Name |  |
| ULN number |  |

**Training provider details**

|  |  |
| --- | --- |
| Contact name |  |
| Company name |  |
| Company address |  |

**Employer details**

|  |  |
| --- | --- |
| Name |  |
| Company address |  |
| Signed by:  Print name:  Job title:  Date: | |

**Section 1**

**Technical competence evaluation**

Please provide your evaluation of the technical competence of the apprentice using the tables below. Under each heading is a list of activities that a competent apprentice should be able to demonstrate.

Please indicate your assessment of each competence using the checkboxes, and then provide an overall evaluation of the apprentice’s technical competence

**Competence – Logic**

|  |  |  |  |
| --- | --- | --- | --- |
| **In your view, is the apprentice competent to:** | **The apprentice has MET this requirement** | **The apprentice has EXCEEDED this requirement** | **The apprentice has NOT MET this requirement** |
| Write good quality code (logic) with sound syntax in at least one language? |  |  |  |

* **Met** – you have observed this behaviour in the apprentice most of the time.
* **Exceeded** – you have observed this behaviour in the apprentice all of the time.
* **Not Met** – you have not observed this behaviour in the apprentice.

**What is your overall evaluation of the apprentice’s competence in logic?**

|  |
| --- |
| Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of competence in this area.  Please continue on a separate sheet if required. |

**Competence – User Interface**

|  |  |  |  |
| --- | --- | --- | --- |
| **In your view, is the apprentice competent to:** | **The apprentice has MET this requirement** | **The apprentice has EXCEEDED this requirement** | **The apprentice has NOT MET this requirement** |
| Can develop effective user interfaces for at least one channel? |  |  |  |

* **Met** – you have observed this behaviour in the apprentice most of the time.
* **Exceeded** – you have observed this behaviour in the apprentice all of the time.
* **Not Met** – you have not observed this behaviour in the apprentice.

**What is your overall evaluation of the apprentice’s competence in user interface?**

|  |
| --- |
| Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of competence in this area.  Please continue on a separate sheet if required. |

**Competence – Data**

|  |  |  |  |
| --- | --- | --- | --- |
| **In your view, is the apprentice competent to:** | **The apprentice has MET this requirement** | **The apprentice has EXCEEDED this requirement** | **The apprentice has NOT MET this requirement** |
| Can effectively link code to the database / data sets? |  |  |  |

* **Met** – you have observed this behaviour in the apprentice most of the time.
* **Exceeded** – you have observed this behaviour in the apprentice all of the time.
* **Not Met** – you have not observed this behaviour in the apprentice.

**What is your overall evaluation of the apprentice’s competence in data?**

|  |
| --- |
| Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of competence in this area.  Please continue on a separate sheet if required. |

**Competence – Test**

|  |  |  |  |
| --- | --- | --- | --- |
| **In your view, is the apprentice competent to:** | **The apprentice has MET this requirement** | **The apprentice has EXCEEDED this requirement** | **The apprentice has NOT MET this requirement** |
| Can test code and analyse results to correct errors found using either V-model manual testing and / or using unit testing? |  |  |  |

* **Met** – you have observed this behaviour in the apprentice most of the time.
* **Exceeded** – you have observed this behaviour in the apprentice all of the time.
* **Not Met** – you have not observed this behaviour in the apprentice.

**What is your overall evaluation of the apprentice’s competence in test?**

|  |
| --- |
| Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of competence in this area.  Please continue on a separate sheet if required. |

**Competence – Problem Solving**

|  |  |  |  |
| --- | --- | --- | --- |
| **In your view, is the apprentice competent to:** | **The apprentice has MET this requirement** | **The apprentice has EXCEEDED this requirement** | **The apprentice has NOT MET this requirement** |
| Can apply structured techniques to problem solving, can debug code and can understand the structure of programmes in order to identify and resolve issues? |  |  |  |

* **Met** – you have observed this behaviour in the apprentice most of the time.
* **Exceeded** – you have observed this behaviour in the apprentice all of the time
* **Not Met** – you have not observed this behaviour in the apprentice.

**What is your overall evaluation of the apprentice’s competence in problem solving?**

|  |
| --- |
| Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of competence in this area.  Please continue on a separate sheet if required. |

**Competence – Design**

|  |  |  |  |
| --- | --- | --- | --- |
| **In your view, is the apprentice competent to:** | **The apprentice has MET this requirement** | **The apprentice has EXCEEDED this requirement** | **The apprentice has NOT MET this requirement** |
| Can create simple data models and software designs to effectively communicate understanding of the program, following best practices and standards? |  |  |  |

* **Met** – you have observed this behaviour in the apprentice most of the time.
* **Exceeded** – you have observed this behaviour in the apprentice all of the time.
* **Not Met** – you have not observed this behaviour in the apprentice.

**What is your overall evaluation of the apprentice’s competence in design?**

|  |
| --- |
| Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of competence in this area.  Please continue on a separate sheet if required. |

**Competence – Analysis**

|  |  |  |  |
| --- | --- | --- | --- |
| **In your view, is the apprentice competent to:** | **The apprentice has MET this requirement** | **The apprentice has EXCEEDED this requirement** | **The apprentice has NOT MET this requirement** |
| Can understand and create basic analysis artefacts, such as user cases and / or user stories? |  |  |  |

* **Met** – you have observed this behaviour in the apprentice most of the time.
* **Exceeded** – you have observed this behaviour in the apprentice all of the time.
* **Not Met** – you have not observed this behaviour in the apprentice.

**What is your overall evaluation of the apprentice’s competence in analysis?**

|  |
| --- |
| Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of competence in this area.  Please continue on a separate sheet if required. |

**Competence – Deployment**

|  |  |  |  |
| --- | --- | --- | --- |
| **In your view, is the apprentice competent to:** | **The apprentice has MET this requirement** | **The apprentice has EXCEEDED this requirement** | **The apprentice has NOT MET this requirement** |
| Can understand and utilise skills to build, manage and deploy code into enterprise environments? |  |  |  |

* **Met** – you have observed this behaviour in the apprentice most of the time.
* **Exceeded** – you have observed this behaviour in the apprentice all of the time.
* **Not Met** – you have not observed this behaviour in the apprentice.

**What is your overall evaluation of the apprentice’s competence in deployment?**

|  |
| --- |
| Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of competence in this area.  Please continue on a separate sheet if required. |

**Competence – Development Lifecycle**

|  |  |  |  |
| --- | --- | --- | --- |
| **In your view, is the apprentice competent to:** | **The apprentice has MET this requirement** | **The apprentice has EXCEEDED this requirement** | **The apprentice has NOT MET this requirement** |
| Can operate at all stages of the software development lifecycle, with increasing breadth and depth over time with initial focus on build and test? |  |  |  |

* **Met** – you have observed this behaviour in the apprentice most of the time.
* **Exceeded** – you have observed this behaviour in the apprentice all of the time.
* **Not Met** – you have not observed this behaviour in the apprentice.

**What is your overall evaluation of the apprentice’s competence in development lifecycle?**

|  |
| --- |
| Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of competence in this area.  Please continue on a separate sheet if required. |

**Competence – Good Practice**

|  |  |  |  |
| --- | --- | --- | --- |
| **In your view, is the apprentice competent to:** | **The apprentice has MET this requirement** | **The apprentice has EXCEEDED this requirement** | **The apprentice has NOT MET this requirement** |
| Can apply good practice approaches according to the relevant paradigm (for example object oriented, event driven or procedural)? |  |  |  |

* **Met** – you have observed this behaviour in the apprentice most of the time.
* **Exceeded** – you have observed this behaviour in the apprentice all of the time.
* **Not Met** – you have not observed this behaviour in the apprentice.

**What is your overall evaluation of the apprentice’s competence in good practice?**

|  |
| --- |
| Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of competence in this area.  Please continue on a separate sheet if required. |

**Competence – Interpret and Follow**

|  |  |  |  |
| --- | --- | --- | --- |
| **In your view, is the apprentice competent to:** | **The apprentice has MET this requirement** | **The apprentice has EXCEEDED this requirement** | **The apprentice has NOT MET this requirement** |
| Can interpret and follow:   * software designs and functional / technical specifications; * company defined ‘coding standards’ or industry good practice for coding; * testing frameworks and methodologies; * company, team or client approaches to continuous integration, version and source control? |  |  |  |

* **Met** – you have observed this behaviour in the apprentice most of the time.
* **Exceeded** – you have observed this behaviour in the apprentice all of the time.
* **Not Met** – you have not observed this behaviour in the apprentice.

**What is your overall evaluation of the apprentice’s competence in interpret and follow?**

|  |
| --- |
| Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of competence in this area.  Please continue on a separate sheet if required. |

**Competence – Responding to Business Issues**

|  |  |  |  |
| --- | --- | --- | --- |
| **In your view, is the apprentice competent to:** | **The apprentice has MET this requirement** | **The apprentice has EXCEEDED this requirement** | **The apprentice has NOT MET this requirement** |
| Can respond to the business environment and business issues related to software development? |  |  |  |

* **Met** – you have observed this behaviour in the apprentice most of the time.
* **Exceeded** – you have observed this behaviour in the apprentice all of the time.
* **Not Met** – you have not observed this behaviour in the apprentice.

**What is your overall evaluation of the apprentice’s competence in responding to business issues?**

|  |
| --- |
| Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of competence in this area.  Please continue on a separate sheet if required. |

**Competence – Operating in Different Environments**

|  |  |  |  |
| --- | --- | --- | --- |
| **In your view, is the apprentice competent to:** | **The apprentice has MET this requirement** | **The apprentice has EXCEEDED this requirement** | **The apprentice has NOT MET this requirement** |
| Can operate effectively in their own business’s, their customers’ and the industry’s environments? |  |  |  |

* **Met** – you have observed this behaviour in the apprentice most of the time.
* **Exceeded** – you have observed this behaviour in the apprentice all of the time.
* **Not Met** – you have not observed this behaviour in the apprentice.

**What is your overall evaluation of the apprentice’s competence in operating in different environments?**

|  |
| --- |
| Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of competence in this area.  Please continue on a separate sheet if required. |

**Competence – Maths**

|  |  |  |  |
| --- | --- | --- | --- |
| **In your view, is the apprentice competent to:** | **The apprentice has MET this requirement** | **The apprentice has EXCEEDED this requirement** | **The apprentice has NOT MET this requirement** |
| Can apply the maths required to be a software developer (e.g. algorithms, logic and data structures)? |  |  |  |

* **Met** – you have observed this behaviour in the apprentice most of the time.
* **Exceeded** – you have observed this behaviour in the apprentice all of the time.
* **Not Met** – you have not observed this behaviour in the apprentice.

**What is your overall evaluation of the apprentice’s competence in maths?**

|  |
| --- |
| Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of competence in this area.  Please continue on a separate sheet if required. |

**Section 2**

**Behaviours, business skills and level of responsibility evaluation**

Please provide an evaluation as to the level of responsibility of the apprentice you are providing a reference for using the tables below. Under each heading is a list of proficiencies that a competent apprentice should display. Please indicate your assessment of the apprentice’s proficiency using the checkboxes, and then provide an overall evaluation of the apprentice’s proficiency.

**Proficiency – Business Skills**

|  |  |  |  |
| --- | --- | --- | --- |
| **In your view, is the apprentice proficient at:** | **The apprentice has MET this requirement** | **The apprentice has EXCEEDED this requirement** | **The apprentice has NOT MET this requirement** |
| Demonstrating an analytical and systematic approach to issue resolution? |  |  |  |
| Taking the initiative in identifying and negotiating appropriate personal development opportunities? |  |  |  |
| Demonstrating effective communication skills? |  |  |  |
| Contributing fully to the work of teams? |  |  |  |
| Planning, scheduling and monitoring own work (and that of others where applicable) competently within limited deadlines and according to relevant legislation, standards and procedures? |  |  |  |
| Appreciating the wider business context, and how own role relates to other roles and to the business of the employer or client.? |  |  |  |

* **Met** – you have observed this behaviour in the apprentice most of the time.
* **Exceeded** – you have observed this behaviour in the apprentice all of the time.
* **Not Met** – you have not observed this behaviour in the apprentice.

**What is your overall evaluation of the apprentice’s business skills?**

|  |
| --- |
| Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of proficiency in this area.  Please continue on a separate sheet if required. |

**Proficiency – Complexity**

|  |  |  |  |
| --- | --- | --- | --- |
| **In your view, is the apprentice proficient at:** | **The apprentice has MET this requirement** | **The apprentice has EXCEEDED this requirement** | **The apprentice has NOT MET this requirement** |
| Performing a range of work, sometimes complex and non-routine, in a variety of environments? |  |  |  |
| Applying methodical approaches to issue definition and resolution? |  |  |  |
| Undertaking all work in accordance with agreed safety, technical and quality standards, using appropriate methods and tools. |  |  |  |

* **Met** – you have observed this behaviour in the apprentice most of the time.
* **Exceeded** – you have observed this behaviour in the apprentice all of the time.
* **Not Met** – you have not observed this behaviour in the apprentice

**What is your overall evaluation of the apprentice’s proficiency at handing complexity?**

|  |
| --- |
| Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of proficiency in this area.  Please continue on a separate sheet if required. |

**Proficiency – Autonomy**

|  |  |  |  |
| --- | --- | --- | --- |
| **In your view, is the apprentice proficient at:** | **The apprentice has MET this requirement** | **The apprentice has EXCEEDED this requirement** | **The apprentice has NOT MET this requirement** |
| Working under general direction? |  |  |  |
| Using discretion in identifying and responding to complex issues and assignments? |  |  |  |
| Usually receiving specific instructions and has work reviewed at frequent milestones? |  |  |  |
| Determining when issues should be escalated to a higher level? |  |  |  |

* **Met** – you have observed this behaviour in the apprentice most of the time.
* **Exceeded** – you have observed this behaviour in the apprentice all of the time.
* **Not Met** – you have not observed this behaviour in the apprentice

**What is your overall evaluation of the apprentice’s proficiency to work autonomously?**

|  |
| --- |
| Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of proficiency in this area.  Please continue on a separate sheet if required. |

**Proficiency – Influence**

|  |  |  |  |
| --- | --- | --- | --- |
| **In your view, is the apprentice proficient at:** | **The apprentice has MET this requirement** | **The apprentice has EXCEEDED this requirement** | **The apprentice has NOT MET this requirement** |
| Interacting with and influencing colleagues? |  |  |  |
| Having working level contact with customers, suppliers and partners? |  |  |  |
| Supervising others or make decisions which impact the work assigned to individuals or phases of projects? |  |  |  |
| Making decisions which influence the success of projects and team objectives? |  |  |  |

* **Met** – you have observed this behaviour in the apprentice most of the time.
* **Exceeded** – you have observed this behaviour in the apprentice all of the time.
* **Not Met** – you have not observed this behaviour in the apprentice

**What is your overall evaluation of the apprentice’s ability to influence?**

|  |
| --- |
| Please give reasons, together with supporting examples, why you think the apprentice has demonstrated this level of proficiency in this area.  Please continue on a separate sheet if required. |

**Section 3**

**Professional development**

A number of professional development activities have been identified as part of the SFIA***plus*** framework to help career development. These activities have been associated with the various levels of responsibility, and the activities listed in the table below represent those that are appropriate for an infrastructure technician apprentice.

|  |  |  |
| --- | --- | --- |
| **In your view, is the apprentice undertaking any of the following professional development activities:** | **The apprentice is demonstrably undertaking this activity** | **The apprentice is NOT demonstrably undertaking this activity** |
| Participating in group activities inside or outside the working environment that can assist with the development of interpersonal skills? |  |  |
| Undertaking pro bono (unpaid) activities that can help to develop professional skills or offer additional insight into, or understanding of, their working role? |  |  |
| Undertaking learning in subjects relevant to, but not directly related to, their role (e.g. foreign language courses, mentoring skills, cultural awareness and diversity training), perhaps through self-study or evening classes? |  |  |
| Gaining basic knowledge of the employing organisation, its business, structure, culture, products/services, operations and terminology? |  |  |
| Gaining knowledge of IT activities in the employing organisation external to their function? |  |  |
| Exploring a topic that is not part of their normal responsibilities, and presenting findings to colleagues and/or management? |  |  |
| Attending meetings, seminars and workshops organised by a professional body and reading published material such as journals and web content? |  |  |
| Undertaking learning and practice in the techniques of team and collaborative working. Gaining an understanding of the underlying concepts? |  |  |
| Undertaking learning and practice in oral and written communications, including report writing and presentations? |  |  |

**What is your overall evaluation of the apprentice’s ability to undertake wider professional development?**

|  |
| --- |
| Please continue on a separate sheet if required. |

**Section 4**

**Overall impressions and constructive feedback**

This section is an opportunity for you to provide written feedback outside the rigid competency structure.

It is a free text field to allow you to share general thoughts on the apprentice’s performance in case you were unable to say everything you wanted to say using the structured template.

For example, you may want to highlight some of the areas where you have not been able to give the apprentice the exposure they would have liked.

We would welcome any general constructive development advice you may wish to give.

|  |
| --- |
| Please continue on a separate sheet if required. |