Registration for End-point Assessment

Power Network Craftsperson

About the Apprenticeship

|  |  |
| --- | --- |
| Level | 3 |
| Specialisms | * Overhead Lines * Underground Cables * Substation Fitting |
| Duration | Typically between 30 and 36 months |
| Entry Requirements | Set by the employer, normally 3 GCSEs at grade A to C (including maths, English and a science), or equivalent qualifications |
| On-Programme Journey | Modules and rules of combination detailed within Annex C of the published assessment plan  <https://www.instituteforapprenticeships.org/apprenticeship-standards/power-network-craftsperson/> |
| Pricing | The price is determined by the level of the involvement of the employer, for example, within power network craftsperson the employer is able to nominate technical experts, or they may ask another employer or the end-point assessment organisation to provide them if a specific specialism is required.  The end-point assessment price is split into two payments. The first stage is at the point of registration and covers registration, end-point assessment training, handbooks and supporting resources. The second stage is prior to commencement of the end-point assessment and covers end-point assessment activities, further training, final grading decisions, final decision panel, certification, and internal and external quality assurance. |
| Gateway to End-point Assessment | Before they can enter end-point assessment, the apprentice must have:   * Completed all their learning * Achieved maths and English at Level 2 |
| End-point Assessment Tools | There are 6 elements to the assessment in this standard, which can be taken over up to a 6 month period, in the following recommended order:   * Behaviour and progress assessment 1 * Trade test to demonstrate core and specific skills, knowledge and behaviours, awarded a pass or fail (can be designed by the employer but must be approved by the EUIAS, using set trade test design templates) * Technical interview and ‘company authorisation’, awarded a pass or fail (can be designed by the employer but must be approved by the EUIAS, using set interview design templates). **Please note that the interview can only be held upon successful completion of the trade test** * Behaviour and progress assessment 2 * Review of the behaviour and progress assessments, awarded a pass, fail or distinction   Final grading:   * Final decision panel, made up of independent experts and the nominated employer expert to award the final grade |

The published standard and assessment plan:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/power-network-craftsperson/>

Please turn over for the registration template

Section 1 – Main contact details

Section 2 – Apprenticeship details

Section 3 – Technical Expert details

Section 4 – Account registration for finance and invoicing

Section 5 – Employer and main provider declaration

## Registration

## Section 1 Main Contact Details

|  |  |
| --- | --- |
| Employer Name |  |
| Main Provider Name\* |  |

\* the organisation drawing down the public funding, approved on the Register of Apprenticeship Training Providers (RoATP) and completing the individualised learner record (this may be the employer)

|  |  |
| --- | --- |
| Employer Contact Name |  |
| Employer Contact Details (address, phone and email) |  |
| Employer Reference Number (ERN) |  |
| Main Provider Contact Name |  |
| Main Provider Contact Details (address, phone and email) |  |
| Main Provider Reference Number (UKPRN) |  |

Please turn over for section 2

## Section 2 Apprenticeship Details

The following information is required in order to set your apprenticeship up on the system.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Apprenticeship Title | | | Power Network Craftsperson | | |
| Apprentice Volumes | Cable Jointing | |  | | |
| Substation Fitting | |  | | |
| Overhead Lines | |  | | |
| Intended start date of apprenticeship | | |  | | |
| Are you planning to deliver any qualifications as part of this apprenticeship?  If yes, please be aware that there are no mandated qualifications within this apprenticeship which means that registration and examination (including certification) costs for on-programme qualifications cannot be publicly funded | | | Yes  *Please provide details* |  | |
| No |  | |
| Intended completion date of apprenticeship | | |  | | |
| Proposed entry into end-point assessment date, if known (max 6 months before planned completion date) | | |  | | |
| Will apprentices be recruited with a Level 2 qualification in English Language already achieved? | | Yes (if yes evidence of the achievement will be required before entering end-point assessment) | | |  |
| No (if no, it must be achieved before the apprentice can enter end-point assessment) | | |  |
| Will apprentices be recruited with a Level 2 qualification in mathematics already achieved? | | Yes (if yes evidence of the achievement will be required before entering end-point assessment) | | |  |
| No (if no, it must be achieved before the apprentice can enter end-point assessment) | | |  |

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Details of the specialism chosen per learner and the associated units will be captured in a separate learner data submission template.

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## Section 3 Technical Expert Details

Technical experts are nominated by the apprentice’s employer to conduct the trade test, technical interview, and to review the evidence of the behaviour and progress assessments.

They must not have worked directly with the apprentice or participated in their learning and training. They must be able to demonstrate competency, i.e., training and experience to undertake the role and hold an assessor qualification[[1]](#footnote-1). Technical experts for the trade test and behaviour and progress assessments must be approved by the EUIAS for the purposes of conducting elements of the end-point assessment.

|  |  |  |
| --- | --- | --- |
| Name of person/s with responsibility forInternal Quality Assurance of assessment decisions within organisation: |  | |
| If they will be involved in delivering any of the assessments? If yes, please provide details. |  | |
| Assessment qualifications held |  | |
| Assessment qualification certificate attached? | Yes | No |
| CV attached? | Yes | No |
| Length of assessment experience (years and / or months) |  | |

|  |  |  |
| --- | --- | --- |
| Name of Lead Technical Expert / Assessor: |  | |
| Area they will be involved in assessing, e.g. trade test for substation fitting, technical interview for overhead lines etc. |  | |
| Assessment qualifications held |  | |
| Assessment qualification certificate attached? | Yes | No |
| CV attached? | Yes | No |
| Length of assessment experience (years and / or months) |  | |

|  |  |  |
| --- | --- | --- |
| Name of Technical Expert / Assessor: |  | |
| Area they will be involved in assessing, e.g. trade test for substation fitting, technical interview for overhead lines etc. |  | |
| Assessment qualifications held |  | |
| Assessment qualification certificate attached? | Yes | No |
| CV attached? | Yes | No |
| Length of assessment experience (years and / or months) |  | |

|  |  |  |
| --- | --- | --- |
| Name of Technical Expert / Assessor: |  | |
| Area they will be involved in assessing, e.g. trade test for substation fitting, technical interview for overhead lines etc. |  | |
| Assessment qualifications held |  | |
| Assessment qualification certificate attached? | Yes | No |
| CV attached? | Yes | No |
| Length of assessment experience (years and / or months) |  | |

Please add additional boxes where required.

# Section 4 - Account Registration for Finance and Invoicing

# To be completed by the main provider (the organisation on the Register of Apprenticeship Training Providers [RoATP], that will be contracting with the EUIAS on the employer’s behalf).

|  |  |  |  |
| --- | --- | --- | --- |
| Main Provider Name |  | | |
| Address and Postcode |  | | |
| Contact Name |  | Telephone No. |  |
| Email Address |  | Company No |  |
| Email Address for Statement |  | VAT no. |  |

Invoice Details – if different to company details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contact Name |  | | Telephone No. |  |
| Invoice Address and Postcode | |  | | |

Account Payable Details – if different to invoice details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contact Name |  | | Telephone No. |  |
| Invoice Address and Postcode | |  | | |

Company Signatory

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name |  | | |
| Position |  | Telephone No. |  |
| Signature |  | Date |  |

Completed forms, along with a letter head and Purchase Order, should be returned to: **Energy and Utility Skills, Finance Department, Friars Gate, 1011 Stratford Road, Shirley, Solihull, B90 4BN**. *If you have returned this form to EUIAS as part of apprenticeship standards end-point assessment registration, your form will be passed to the finance department on your behalf.*

## Section 5 - Declarations

|  |  |
| --- | --- |
| Employer Declaration | |
| This is to confirm that the [inset employer name] has selected Energy & Utilities Independent Assessment Service (EUIAS) as their end-point assessment service provider for the Power Network Craftsperson apprenticeship standard. | |
| Employer Name |  |
| Contact Name: |  |
| Job Title: |  |
| Signature: |  |
| Date: |  |

|  |  |
| --- | --- |
| Main Provider Declaration (this may be the employer) | |
| This is to confirm that the [insert main provider name] is approved on the Register of Apprenticeship Training Providers and will contract with and pay the Energy and Utilities Independent Assessment Service (legal name Energy and Utility Skills Limited) on behalf of the employer for the delivery of end-point assessment. | |
| Main Provider Name |  |
| Contact Name: |  |
| Job Title: |  |
| Signature: |  |
| Date: |  |

1. *In accordance with the published assessment plan for Power Network Craftsperson, the EUIAS is required to approve ‘technical experts’ for the purposes of conducting the trade test assessments and final decision panels. It does not require approval of ‘industry technical experts’ conducting the technical interview. However, in order to ensure quality, the EUIAS will require the interviewers to have a minimum of 3 years current craftsperson experience.* [↑](#footnote-ref-1)