Registration for End-point Assessment

Utilities Engineering Technician

About the Apprenticeship

|  |  |
| --- | --- |
| Level | 3 |
| Specialisms | * Electrical * Mechanical * Instrumentation Control and Automation |
| Duration | Typically 48 months |
| Entry Requirements | Set by the employer but normally 3 to 5 GCSEs at grade A to C (including maths and English) or equivalent qualifications |
| On-Programme Journey | * Induction * Knowledge learning (years 1 and 2) * Work place training (years 2 - 4) |
| Pricing | The price is determined by the level of the involvement of the employer; for example, within utilities engineering technician 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 and a work log * Achieved maths and English at Level 2 |
| End-point Assessment Tools | There are 4 elements to the assessment in this standard, which can be taken over up to a 3 month period. All tools are provided by the EUIAS:   * Trade test to demonstrate core and specific skills, knowledge and behaviours * Portfolio assessment and preliminary grade (summative assessment of the work log and trade test) – 70% weighting towards the final grade  (awarded a pass, fail or distinction)   + The employer must also hold an internal standardisation meeting to review the portfolio score (independent of those that carried out the trade test or portfolio assessment) * Knowledge assessment (multiple choice paper under examination conditions) – 30% weighting towards the final grade  (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/utilities-engineering-technician/>

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 | | | Utilities Engineering Technician | | | |
| Apprentice Volumes | Electrical Engineering | | | |  | |
| Mechanical Engineering | | | |  | |
| Instrumentation, Control and Automation | | | |  | |
| 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 3 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) | | | |  |

## Section 3 Technical Expert Details

Technical experts, nominated by the apprentice’s employer, will undertake the portfolio assessment (marking), review the apprentice’s work log and undertake a summative assessment of competence, conduct the trade test and attend the final decision panel.

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. They must be approved by the EUIAS for the purposes of conducting elements of the end-point assessment.

|  |  |  |
| --- | --- | --- |
| Name of person/s with responsibility for Internal Quality Assurance of assessment decisions within organisation: |  | |
| Area they will be involved in assessing, e.g., trade test for mechanical engineering, marking the portfolio etc. |  | |
| 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 mechanical engineering, marking the portfolio 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 mechanical engineering, marking the portfolio 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 mechanical engineering, marking the portfolio 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 mechanical engineering, marking the portfolio 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 mechanical engineering, marking the portfolio 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

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| --- | --- |
| 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 Utilities Engineering Technician 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: |  |